How to Save the All-in-One Report

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System Management	Condect d Type d	i noporci			Bank Deposits Report		
Inventory	All in One - Cafe	teria Sites	<u>~</u>	Contr Arrent Ver Data Suna Dependra Depen	ere 189 - Adjusted Carris Carridadis Carridadis	Goly Rest Patiel Vallace Deposits Deposits	
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All In One							
				Print	<u>C</u> ancel	velision Page Lef 1	
					Process ID: 900006		
Date Last Run: 1/1/1900 12:00:00 AM What you will learn from this report This report displays the daily deposit amounts for the selected sites in the selected date range.							
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- 1. Navigate to the All-in-One Report (reports>All-in-One, click go)
- 2. When the All-in-One print screen comes up click on the drop down at Select Printer, choose the Microsoft Office Document Image Writer.
- 3. Make sure the date you need to print is in the serve date, click print

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4. The Save As screen will come up, choose Desktop, then double click on your "My Reports" folder. Change the file name to the report name and date (for example: till report June 1, 2011) click Save. You will have to do this 3 times, once for each report in the All in One group (till report, edit check report and bank deposit report).