Print After-Posting Reports

1. Click on **Print After-Posting Reports** in the checklist:



2. The pre-selected reports will be checked off. Check any other reports you need and click **"Ok"**:

Include Reports	
Line Details	Meal Summary
Initial Summary	Adjustment Details
Amount Tendered	Daily Recap
Double Card Usage	Function Key Sales
Cash Drawer Report	Reimbursable Meals Served
Void and Edit Comments	🕑 Bank Deposit
Federal Edit Check	Multiple Transactions per Meal
At-Cost Meals	Participation by Grade
Items Sold by Category	Credit Card Transactions
Cafeteria	
(3548) ELIZABETH LC	
Operating Date	
Date 1/30/2025	

Select Reports below

- Cash Drawer Report
- Federal Edit Check
- Daily Recap
- Bank Deposit

3. The reports will be generated. Click 1."**Print**" or 2."**Export to PDF**" to bring up the Print window. You can save your reports as a PDF (as shown in below screenshot).

🤿 💼		Daily After-Posting Reports - Newton Cafete	ria Management by MCS Software		
Action	Particidose taparta la citizar contra	Veneral Page 2 com Out 2 com 2 com in Expert 2 chail in 2 com	exteritivator Sole Margin Orientation See Page Setarp a		
Totar After-School (launta				
Start Operating Day					
Start Meal (Breakfar	e)	LOS A 333 South	Angeles Unified School District Beaudry Avenue, Los Angeles, CA 90017		
😴 Stop Meal (Breakfas	0	Me	al Summary (After Posting)		
💕 Start Meal (Lunch)		(2836	i) CARSON ST EL - Posted 1/8/2025		
Inch)					
Post Operating Day					
Print After Posting P	ieports				
1. Print		× 2	PDF Export Options		×
			Page range:		
Printer nar	me: Microsoft Print to PDF 🗸	Preferences	Don't embed these fonts:		
Status:	The printer is ready.		Export editing fields to	AcroForms	
Location:			PDF/A compatibility:	None	*
Comment:			PDE/LIA compatibility:	None	-
Document	(s) in queue: 0				
			Rasterize Images		
Number of	copies: 1 📮 🗸 Collate		Rasterization Resolution:	96	
Page rang	et all				
rugerung			✓ Convert images to JPEG	3	
			Image quality:	Highest	~
			Password security:	(none)	
	For example 5-12		Digital signature:	(none)	
	for chample of ac			(rone)	
Print on bo	oth sides:	~	Application:		
Paper sou	rce:	~	Author:		
			Keywords:		
Print to file			Subject:		
File path:			Title:		
	2000000				
	Pr	int Cancel		OK Canc	el

After clicking **"Print"** a window will pop up asking where you'd like to save your file. Click **"Desktop"** on the left side.



Then, click **"New Folder"** and title it **"Heartland Daily Reports"** Double click on the new folder to open it.

🔜 Save Print Outpu	t As								×
\leftrightarrow \rightarrow \checkmark \uparrow		 Desktop 	_			С			مر
Organize 👻 🛛 N	ew folder							∎ •	•
A Home	1	Name	<u> </u>	Date modified	Туре	Size			
🔀 Gallery		E Heartland	Daily Reports	1/16/2025 9:48 AM	File folder				
🛄 Desktop	*								
↓ Downloads	,								
Documents									
Pictures	Ĵ.								
Music	,								
Videos									
File name:	·								<u> </u>
Save as type:	PDF Do	ocument (*.pdf)							~
∧ Hide Folders							Save	Cance	н

Once you are in the folder, click the File Name field and use this naming convention: **Daily Reports XX-XX-XX** (date with dashes in between) then click **"Save"**



Once this folder is set up, you will have to navigate to it to save your Daily Reports each day moving forward.

Other options for viewing reports include:



Show Criteria Screen - Goes back to checklist to add or remove reports from the preview.

Quick Print - Automatically prints the report to the default printer.

Find - Allows you to search the report(s) for specific text.

Page Navigation Arrows - Allows you to quickly navigate pages or to the beginning or end of the report.

Export To - Allows you to select a format type in which to export the report. Clicking the **"PDF"** icon on the top will bring up an export window:

PDF Export Options		×
Page range:		
Don't embed these fonts:		
Export editing fields to	AcroForms	
PDF/A compatibility:	None	•
PDF/UA compatibility:	None	•
Rasterize Images		
Rasterization Resolution:	96	
✓ Convert images to JPEC	3	
Image quality:	Highest •	•
Password security:	(none) ···	••
Digital signature:	(none) ···	•
Application:		
Author:		
Keywords:		
Subject:		
Title:		
	OK Cancel	

Hit **"Ok"** on the bottom to save to the designated location on your computer. Follow the same instructions as above for saving your Daily Reports.