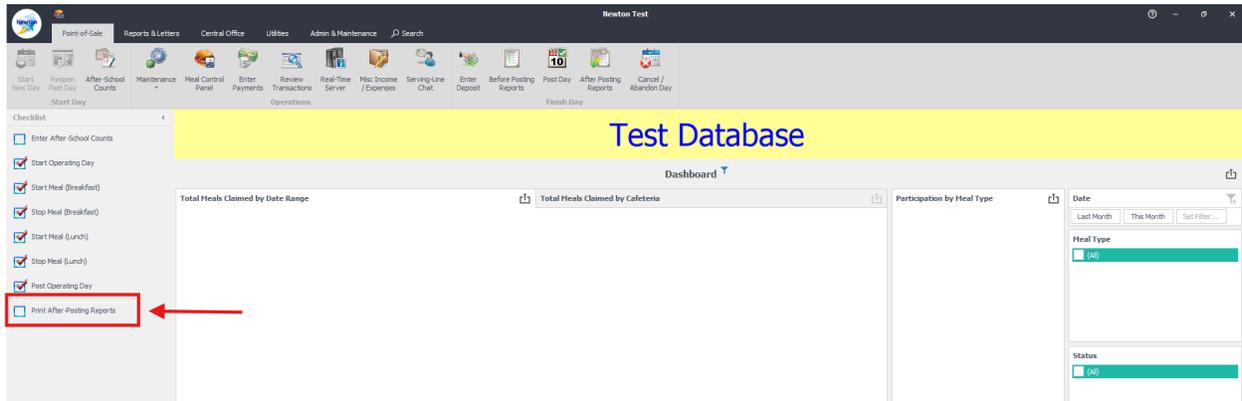


Print After-Posting Reports

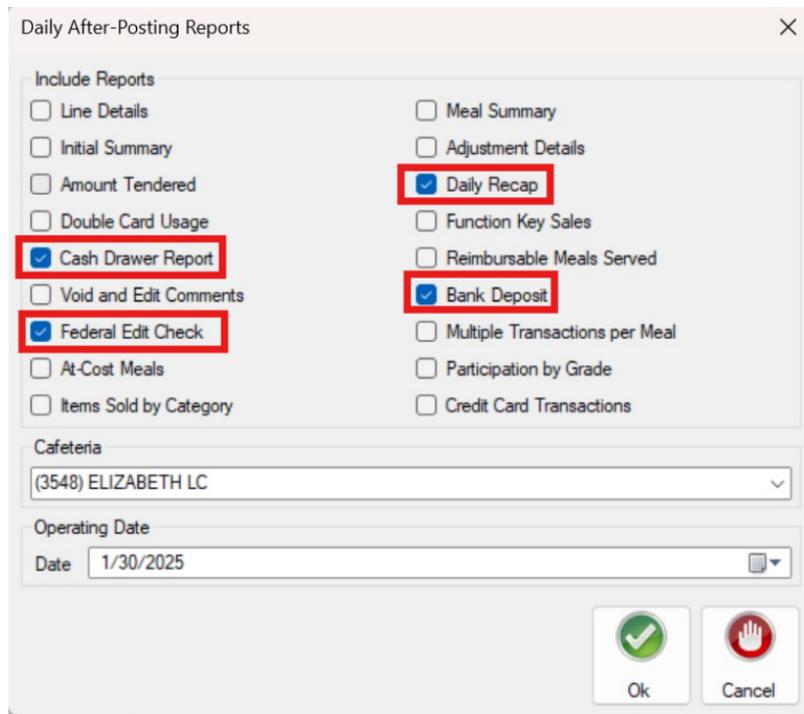
1. Click on **Print After-Posting Reports** in the checklist:



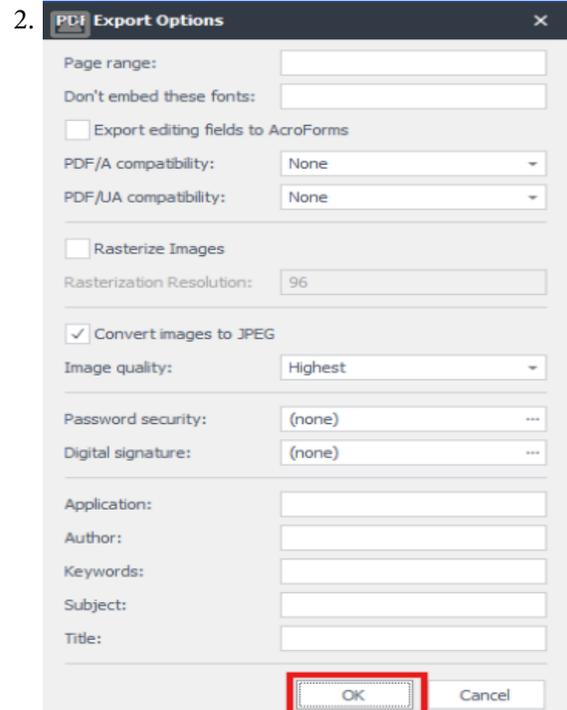
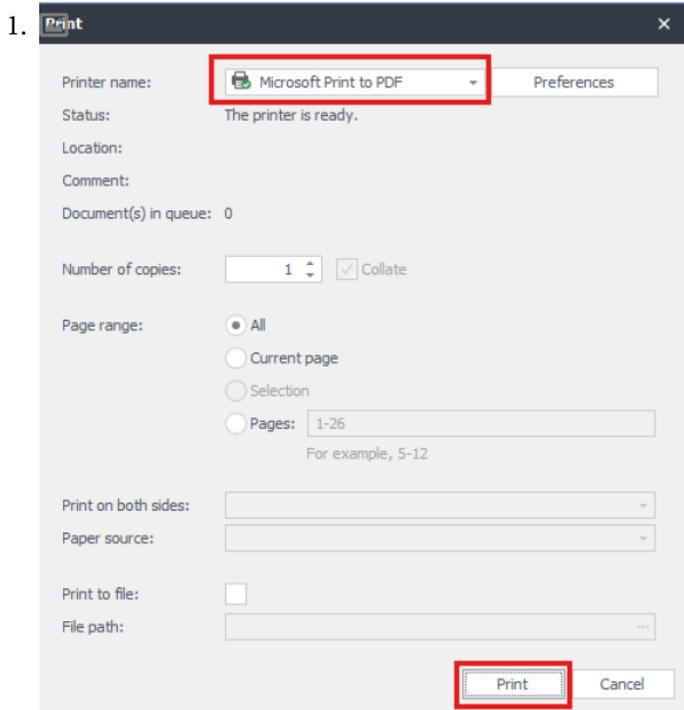
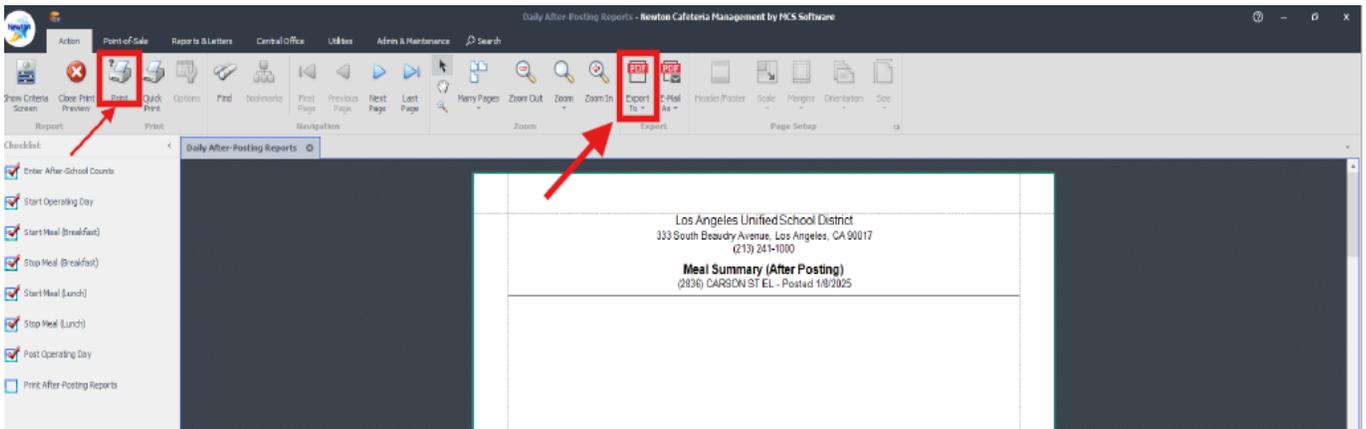
2. The pre-selected reports will be checked off. Check any other reports you need and click **"Ok"**:

Select Reports below

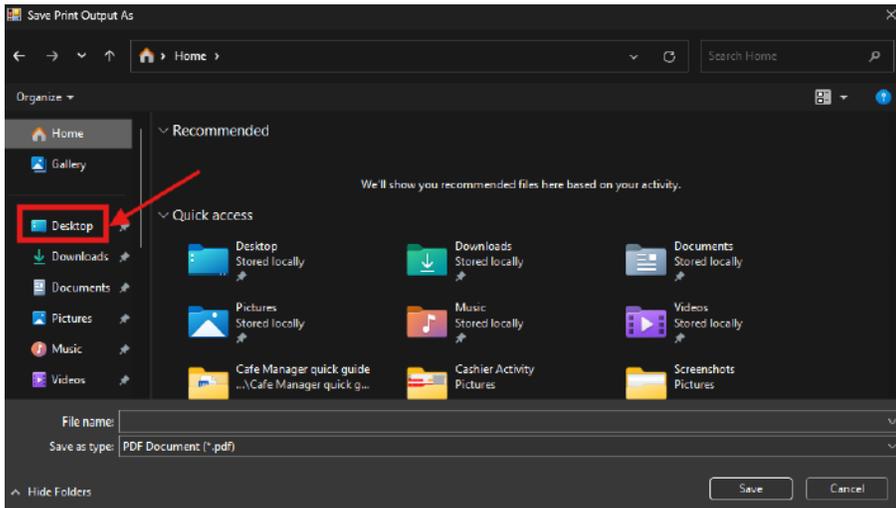
- Cash Drawer Report
- Federal Edit Check
- Daily Recap
- Bank Deposit



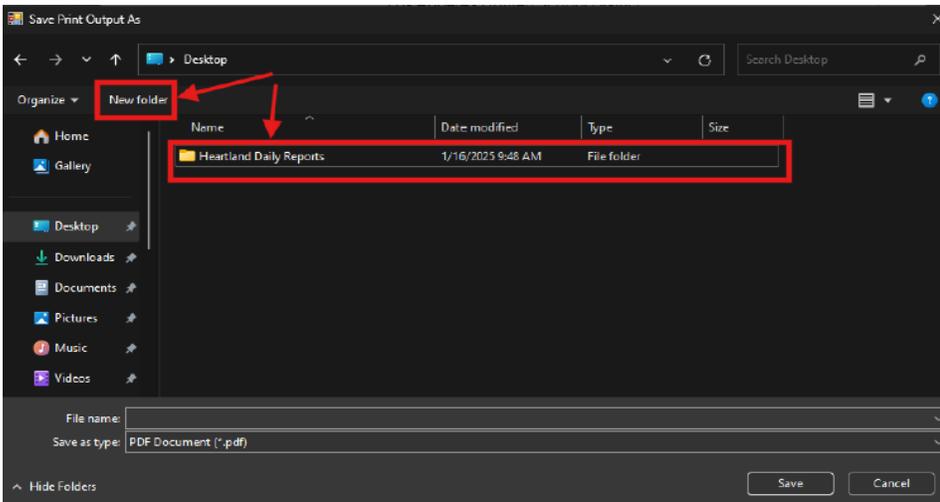
3. The reports will be generated. Click 1. "Print" or 2. "Export to PDF" to bring up the Print window. You can save your reports as a PDF (as shown in below screenshot).



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.



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:



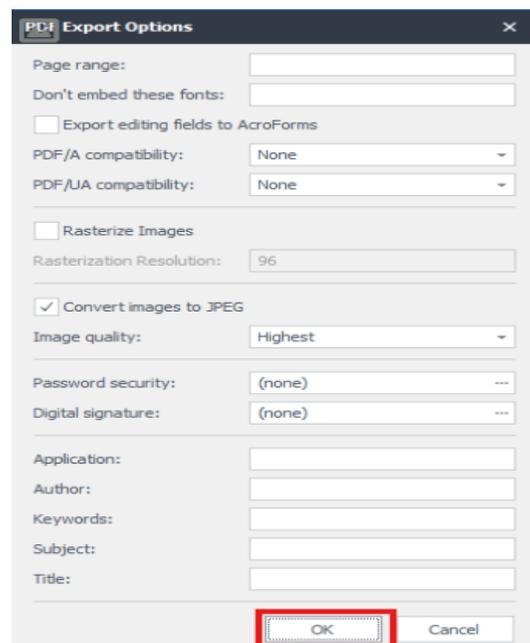
Show Criteria Screen - Goes back to checklist to add or remove reports from the preview.

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:



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.