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**PAPERLESS POSTING**

A Select Product of Cougar Mountain Software

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## **Paperless Posting**

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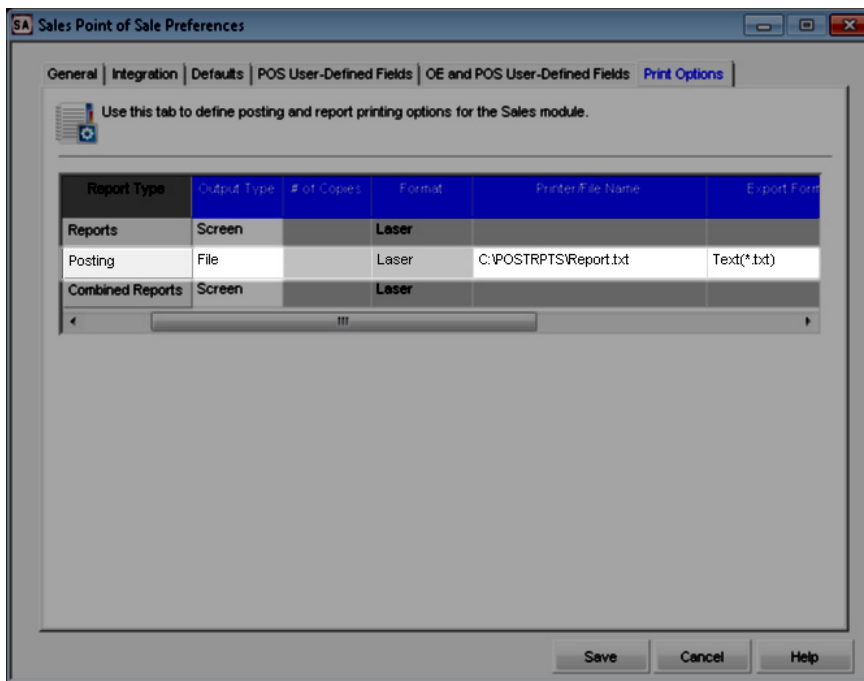
# Paperless Posting Overview

The Paperless Posting Select Product allows you to print posting reports to a file the system doesn't overwrite. A folder is created for each date and each folder contains all associated posting reports sorted by Batch Number or by Register Code (Point of Sale).

## Setting up Paperless Posting

In Module Preferences, select the Posting Output Type as *File*, the **Export Format** as *Text(\*.txt)*, and deselect the check box in the **Edit** column.

If you specify a path in Module Preferences in the **Printer/File Name** field, the report file will save to that location with the posting date as a folder name and the file will be named according to the format BR\_<Batch Number> or PS\_<Register Code>. If you do not set a path in the **Printer/File Name** field, the report file will save to a folder in your installation location with the posting date as its name in the format YYYYMMDD.



**Figure 1:** Sales Point of Sale Preferences, Print Options tab

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**COUGAR  
MOUNTAIN  
SOFTWARE**

7180 Potomac Dr.  
Boise, Idaho 83704  
Sales: (800) 388-3038  
Customer Support: (800) 390-7053  
Forms & Supplies: (800) 454-1660  
[www.cougarmtn.com](http://www.cougarmtn.com)