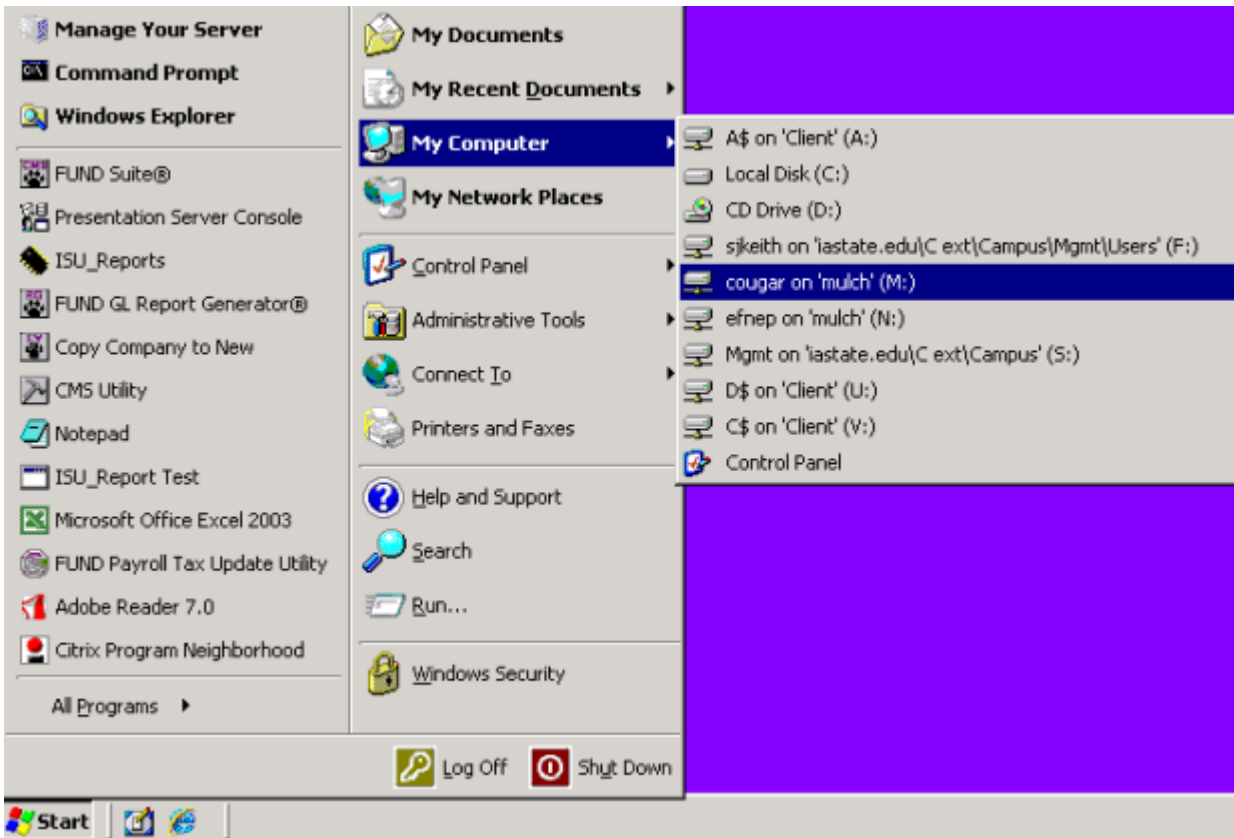


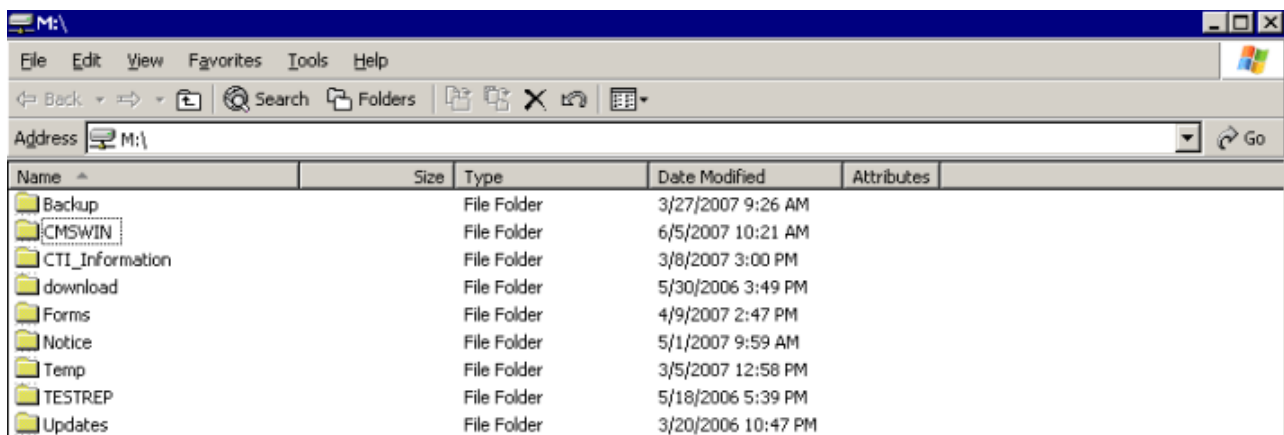
## CREATE A FOLDER

In every module you have the option to print reports to the screen, the printer, or the file. If you want to save your reports to a file, it would be a good idea to place them in folders.

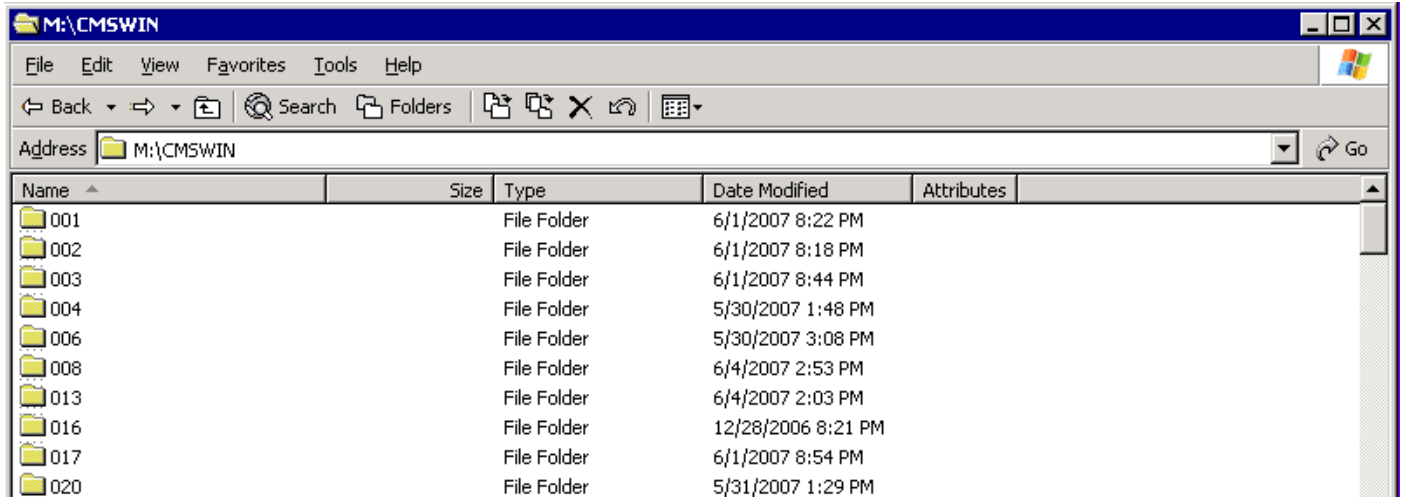
To create a folder for each module, click on “start” in the lower left-hand corner of the Cougar Mountain desktop. Select “All Programs”, “My Computer”, “cougar on ‘mulch’ (M).



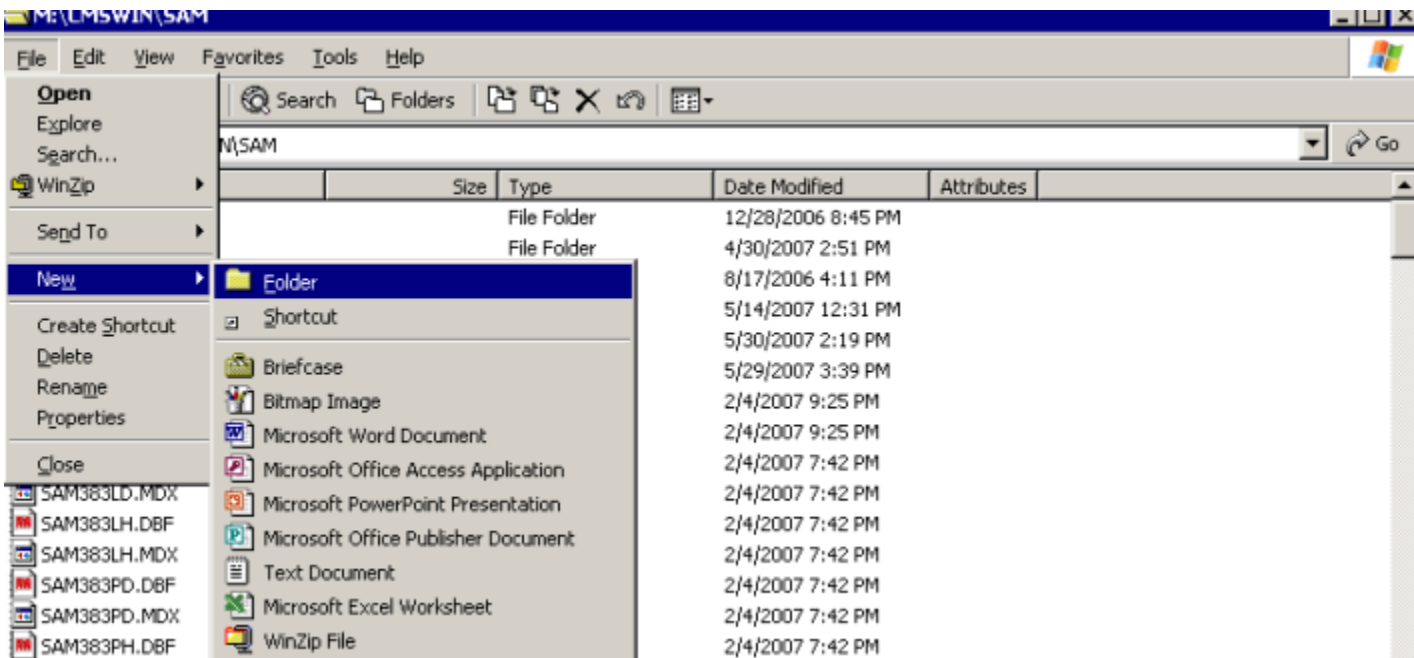
At the following screen double-click on CMSWIN.



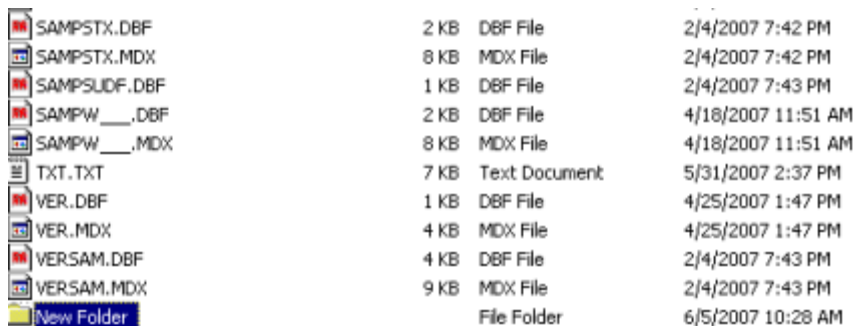
Double-click on your county number.



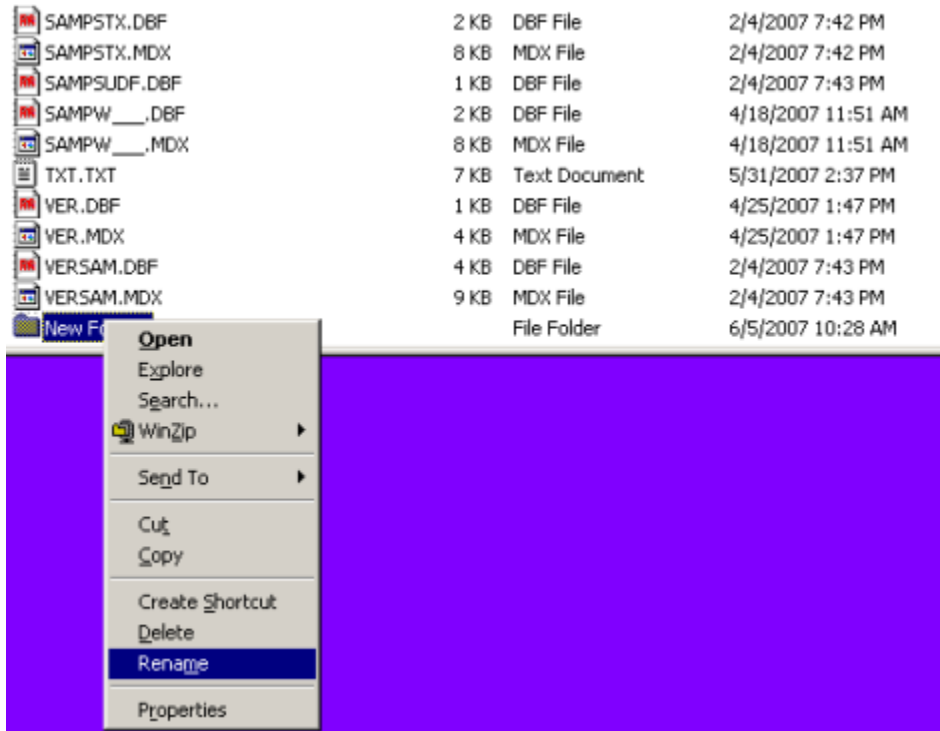
Select "File", "New", "Folder".



The New Folder will be placed at the very bottom of all the files.



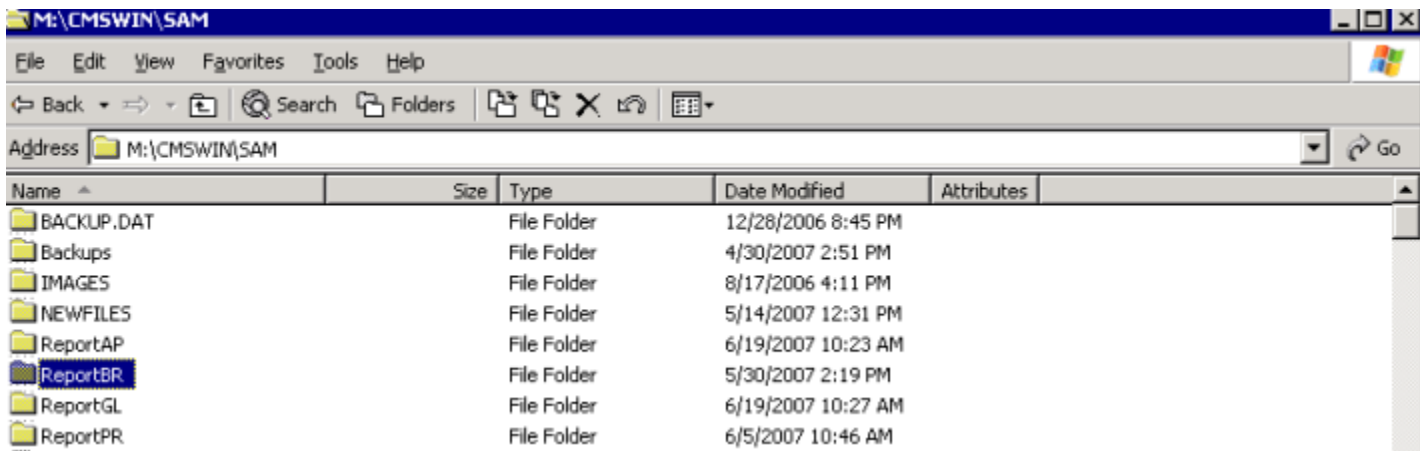
Highlight it, right-click, and select Rename.



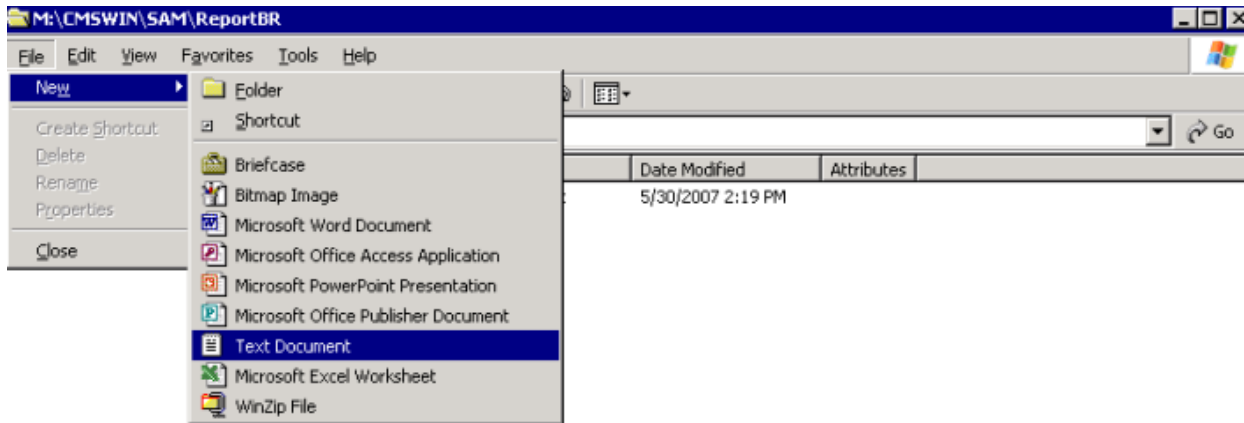
You will want to create a new folder for each module so after you have renamed this folder, i.e. ReportBR, you will want to create one for the PR module, one for the GL module, one for the AP module, etc.

Your reports will be saved as text documents and each report appends to the previous report saved. Therefore, it would be an excellent idea to have a text document for each year. You don't want to look through reports dated 2007 to find a report created in 2009.

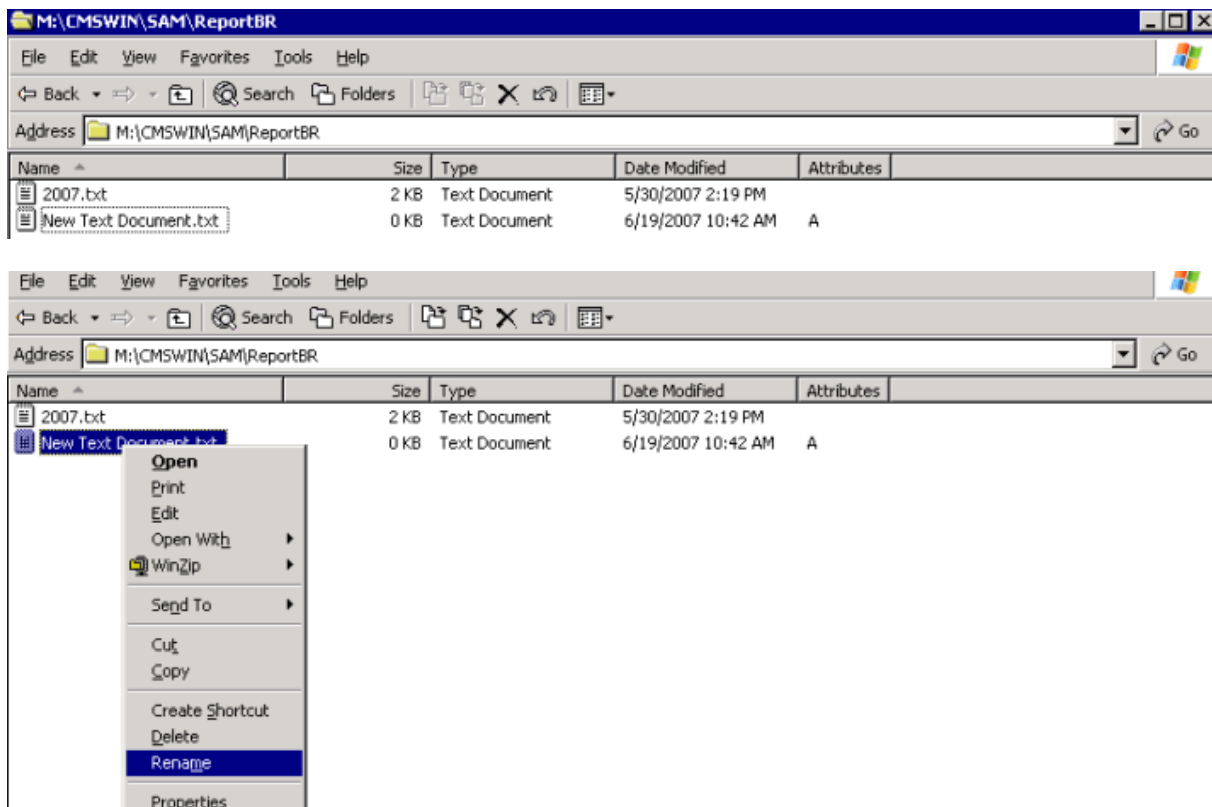
Double-click on a folder you just created.



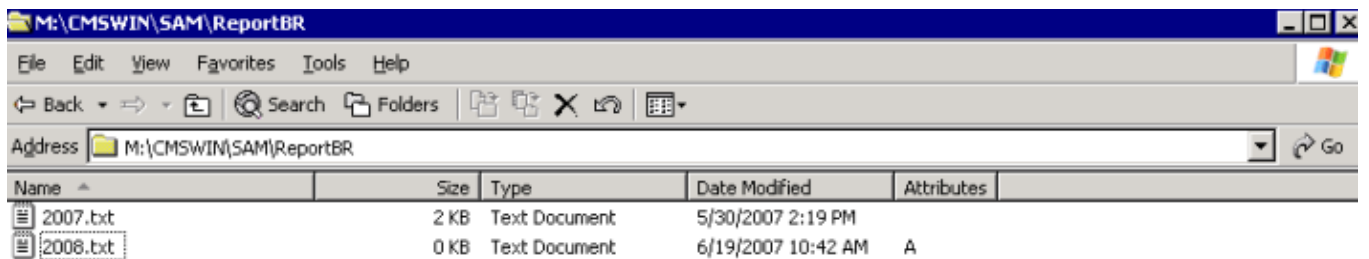
Select "File", "New", "Text Document".



Right-click on "New Text Document.txt" and rename.



When you process payroll, pay bills, reconcile bank statements, etc., you want to save those reports to the text document for the correct year.



After you have renamed the text.document, close the screen and access Cougar Mountain.

In each module go to “Module Preferences” under “Options” and select the “Print Options” tab. The “Report Type” can be changed for everything except Checks. The output type for Checks cannot be changed from printer. To save to a file, select “File”. In the “Format” column you can select laser or dot matrix. In the “Printer/File Name” column enter the path. It will always be on the M drive and always in CMSWIN. Enter your county name, the name of the folder, and the name of the text document. M:\CMSWIN\(\county number)\(name of folder)\(name of text).

BR Module Preferences

Use this form to establish basic operational settings for the entire Bank Reconciliation module.

General | **Print Options**

Report Type	Output Type	# of Copies	Format	Printer/File Name	Edit
Checks	Printer	1		Default	<input checked="" type="checkbox"/>
Posting	File		Laser	M:\CMSWIN\SAM\ReportBR\2008.txt	<input checked="" type="checkbox"/>
Reports	Printer	1	Laser	Default	<input checked="" type="checkbox"/>

Save Cancel Help

Placing a check mark in the “Edit” column allows you to change the print option when you print the report so you can view it on the screen or print it before you save it to the file. If you leave that column blank, it will default to the file and you are not given the opportunity to change it.