

# 2.2. Print Paperwork and Post Transactions

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Click the 'Print Loan Documents and Post Transactions' link to see the following options:

- Print loan paperwork - there's an amortization schedule available in Microsoft Word or Excel and a promissory note available in Word; or you can produce the two together in Word. Click one of the icons to print.
  - Click on 'Post Loan' to create a transaction batch showing the loan initiation. Click
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