Account Summaries

1. Click **Go to > Financial > Reports > Account Summaries**. See Figure 1.

Figure 1. Account Summaries Screen

2. Click the **ID** button or the **Name** button to display the exhibitors' list.

3. Highlight the desired exhibitors. Multiple exhibitors can be selected by using the Windows multi-select keys. Click the **All** button to select all the exhibitors.

4. Click the **Process/Print** button.

5. Be sure that the printer contains blank paper and not checks. Click **OK** to confirm the printer is ready.

6. Each exhibitor prints on an individual page. See Figure 2 for an example.

Account Financial Summary as of 6/12/2006 11:16:36 AM for : Collie, Lassie   GOS3821   Page 1   Deposit: 0.00

Item	Class Code	Class Description	Placing	Amount	Awards	Amount
000000039	H078015	Beef Cattle - Junior	2-SF	10.00		0.00

Total Earned: 10.00

Deductions:			0.00		0.00	Total:	0.00
Refunds:			0.00		0.00	Total:	0.00
Checks:						Total:	0.00
Class Fees:	0.00	Cash Paid:	10.00			Balance Due:	0.00

Exhibitor Signature / Date _____

Figure 2. Exhibitor Account Summary