



## Account Summaries

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

List Exhibitors By...

Id Name

OR Count 140

Exit

Process/Print Summary Count

GDS4255 Clues, Blues

GDS3821 Collie, Lassie

GDS4184 Cowboy, Woody

GDS4229 Coyote, Wile

GDS4088 Crane, Ichabod

GDS4087 Cricket, Jiminy

GDS3541 Dalmation, Perdita

GDS3930 Dalmation, Pongo

GDS3489 DeVill, Cruella

GDS3979 Deer, Bambi

GDS3472 Devil, Taz

GDS3427 Dinosaur, Barney

GDS3817 Dog, Goofy

GDS3714 Dog, Pluto

GDS3939 Donkey, Eyore

GDS3411 Doo, Scooby

GDS3921 Duck, Daffy

FFA4039 Duck, Dafty

GDS3707 Duck, Daisy

GDS4119 Duck, Dewey

GDS3639 Duck, Donald

GDS4293 Duck, Huey

GDS4247 Duck, Louis

None All

**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 Summaries

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
					<b>Total Earned: 10.00</b>	
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**