



## Check Printing

Checks can be printed by club or by department. If only one check needs to be printed, go to Exhibitor Accounts to payoff by check.

1. Click **Go to > Financial > Checks > Print**. See Figure 1.

The screenshot shows a software interface for printing checks. On the left, there are radio buttons for 'Print Checks By...' with 'Department' selected. Below is a list of departments: 'A Fine Arts', 'F FFA DEPARTMENT', 'H 4H DEPARTMENT', and 'J JUNIOR SHOWS'. In the center, there are 'Return' and 'Process' buttons, and a red 'STOP!' button. On the right, there are input fields for 'Checks To Print' (3), 'Required Funds' (25.00), 'Starting Check Number' (01006), and 'Ending Check Number' (01008). A 'Printing Check' field is empty. A 'Digital Signature' checkbox is unchecked. A 'Confirm' dialog box is open in the foreground with a question mark icon and the text 'Verify printer loaded with the correct number of check blanks!'. It has 'OK' and 'Cancel' buttons.

**Figure 1. Check Printing**

2. Click the **Primary Club** or **Department** radio button.
3. Select a **club** or **department** from the list.



Be sure the checks are loaded correctly in the printer. Make a note of the beginning and ending check numbers.

4. Click **Process**.
5. A confirm message displays asking for confirmation of the starting check number. Click **OK** if the starting number is correct.



Click **No** to change the starting check number. Enter the correct check number. Click the **Return** button. Click the **Process** button. See Figure 2.

**Figure 2. Change Starting Check Number**

6. The number of checks, starting and ending check numbers, and the required funds display. A confirm message displays asking for confirmation that the correct number of checks are loaded in the printer.
7. Click **OK** to begin the check printing process. A current check field displays the check being printed.
8. Use the **STOP!** Button to halt printing when there is a problem.
9. Enter the *Check Printing Session Results* when the printing is complete. Click **Yes** when all checks printed. Click **No** if all the checks did not print.

### Check Printing Session Results

When the answer to the results of the check printing is no, the following questions are displayed.

- Are there any non-printed check blanks the computer shows as printed?
- Are there any damaged checks?
- Are there any checks printed on blank paper?
- Click **Yes** or **No** as needed.