



Check Reports

Several check reports are available: check listing by number, check listing by exhibitor, voided checks, sign out sheet by name, and sign out sheet by club.

1. Click **Go to > Financial > Reports > Check Reports**. See Figure 1.
2. Click the radio button for the **desired report**.
3. Select **Fair, Auction, or Both**.
4. Click the **Process/Print** button.

Select Report...

☒ Check Listing By Number

☐ Check Listing by Exhibitor

☐ Voided Checks

☐ Sign Out Sheet By Name

☐ Sign Out Sheet By Club

Check Type...

☒ Fair (Premium)

☐ Auction

☐ Both

Process/Print

Return

Figure 1. Check Reports



The sign out sheets are set up to keep track of when and who picked up checks. One is available by exhibitor name and the other by clubs.

Check Reports

Sample Reports

Sample reports are shown in Figure 2 through Figure 6.

Check Listing by Check Number				6/12/2006 Page 1
Check Number	Name	Club (If 4H Exhibitor)	Amount	Voided
01002F	Chipmunk, Chip	GOS108 Huntley Farm And Home Builders	8.00	Voided!
01003F	White, Snow	GOS102 Adventurous Pioneers	10.00	
01004F	Sailor, Sinbad	GOS108 Huntley Farm And Home Builders	2.00	
01005F	Robot, Rosie	GOS110 Prairie Center	3.00	
01010F	Cowboy, Woody	GOS100 Lone Star	12.00	
01011F	LaRamie, Jacque	GOS100 Lone Star	6.00	
Total of Checks (Voids excluded):			39.00	

Figure 2. Check Listing by Number

Check Listing by Exhibitor Name				6/12/2006 Page 1
Check Number	Name	Club (If 4H Exhibitor)	Amount	Voided
01002F	Chipmunk, Chip	GOS108 Huntley Farm And Home Builders	8.00	Voided!
01010F	Cowboy, Woody	GOS100 Lone Star	12.00	
01011F	LaRamie, Jacque	GOS100 Lone Star	6.00	
01005F	Robot, Rosie	GOS110 Prairie Center	3.00	
01004F	Sailor, Sinbad	GOS108 Huntley Farm And Home Builders	2.00	
01003F	White, Snow	GOS102 Adventurous Pioneers	10.00	
Total of Checks (Voids excluded):			39.00	

Figure 3. Check Listing by Exhibitor

Voided Check Report			6/12/2006 Page 1
01004F	Sailor, Sinbad	2.00	
Total of Voided Checks:		2.00	

Figure 4. Voided Check Report

Check Reports

FairPlus! Check Sign Out Sheet				6/12/2006 Page 1
Check Num	Name	Club (If 4H Exhibitor)	Amount	Signature
01002F	Chipmunk, Chip	Huntley Farm And Home Builders	8.00	_____
01010F	Cowboy, Woody	Lone Star	12.00	_____
01011F	LaRamie, Jacque	Lone Star	6.00	_____
01005F	Robot, Rosie	Prairie Center	3.00	_____
01003F	White, Snow	Adventurous Pioneers	10.00	_____

Figure 5. Sign Out Sheet by Name

FairPlus! Check Sign Out Sheet				6/12/2006 Page 1
Check Num	Name	Club (If 4H Exhibitor)	Amount	Signature
01010F	Cowboy, Woody	Lone Star	12.00	_____
01011F	LaRamie, Jacque	Lone Star	6.00	_____
01003F	White, Snow	Adventurous Pioneers	10.00	_____
01002F	Chipmunk, Chip	Huntley Farm And Home Builders	8.00	_____
01005F	Robot, Rosie	Prairie Center	3.00	_____

Figure 6. Sign Out Sheet by Club