



Check Style

There are three check styles available in the program. Check style one and style three have two stubs. Check style two has one stub. One stub allows more space for printing an exhibitor's account information. Styles one and three are Deluxe check number 081064. Style two is Deluxe check number 080189.

1. Click **Go to > Financial > Select Check Style**. See Figure 1.

Fair Premium / Auction Check Account Information...

☒ Checks are written on SAME account...
☐ Checks are written on DIFFERENT accounts

NOTE: This setting is VERY important to prevent duplication of check numbers. If the check blanks used for the Auction are different in any way from the fair premium checks, select the DIFFERENT account button.

Return

Select Check Form Style...

Style One	Style Two	Style Three
4-H Lake County Fair CHECK	4-H Lake County Fair CHECK	4-H Lake County Fair CHECK
4-H Lake County Fair STUB	4-H Lake County Fair STUB	4-H Lake County Fair STUB
4-H Lake County Fair COPY (Check)		4-H Lake County Fair COPY (Stub)

☐ Use Style One (Deluxe 081064) ☐ Use Style Two (Deluxe 080189) ☒ Use Style Three (Deluxe 081064)

Figure 1. Check Styles

2. Select the radio button for fair and auction checks written on the **same** account or on a **different** account.
3. Select the radio button for the **desired check style**.