



## Department Payout Report

The department financial report shows the total amount paid for each class in the department.

1. Click **Go to > Financial > Reports > Department Reports**.
2. Select a **department** or click the **All** button to select all the departments. See Figure 1.

The screenshot shows a software dialog box titled "Payout Totals for Department...". It contains a list box with four items: "A Fine Arts", "F FFA DEPARTMENT", "H 4H DEPARTMENT", and "J JUNIOR SHOWS". The "J JUNIOR SHOWS" item is highlighted with a blue background. To the right of the list box are two buttons: "Return" and "Process / Print". At the bottom of the dialog box are two buttons: "None" and "All".

**Figure 1. Department Report**

3. Click the **Process/Print** button. See Figure 2 on page 2 for a sample report.

Department Payout Report

Department(s) Payout Report		6/12/2006 Page 14	
H074 Fashion Revue			
H074001	Construction-Junior		0.00
H074002	Construction-Senior		0.00
H074003	Ready-to-wear - Junior		0.00
H074004	Ready-to-wear - Senior		0.00
	Divison Totals:	0.00	
H075 Livestock Judging			
H075001	Senior Team Member		0.00
H075002	Senior Individual		0.00
H075003	Junior Team Member		0.00
H075004	Intermediate Individual		0.00
H075005	Junior Individual		0.00
	Divison Totals:	0.00	
H076 Vegetable Judging			
H076006	Senior Team Member		0.00
H076007	Senior Individual		0.00
H076008	Intermediate Individual		0.00
H076009	Junior Team Member		0.00
H076010	Junior Individual		0.00
	Divison Totals:	0.00	
H077 Herdsmanship			
H077001	Beef		0.00
H077002	Sheep		0.00
H077003	Swine		0.00
H077004	Goats		0.00
H077005	Dairy		0.00
	Divison Totals:	0.00	
H078 Showmanship			
H078001	Dairy Goat - Senior		0.00
H078002	Dairy Goat - Intermediate		0.00
H078003	Dairy Goat - Junior		0.00
H078004	Horse - Senior		0.00
H078005	Horse - Intermediate		0.00
H078006	Horse - Junior		0.00
H078007	Swine - Senior		0.00
H078008	Swine - Intermediate		0.00
H078009	Swine - Junior		0.00
H078010	Dog - Senior		0.00
H078011	Dog - Intermediate		0.00
H078012	Dog - Junior		0.00
H078013	Beef Cattle - Senior		0.00
H078014	Beef Cattle - Intermediate	10.00	
H078015	Beef Cattle - Junior	88.00	
H078016	Dairy Cattle - Senior	0.00	
H078017	Dairy Cattle - Intermediate	0.00	
H078018	Dairy Cattle - Junior	0.00	
H078019	Sheep - Breeding - Senior	0.00	
H078020	Sheep - Breeding - Intermediate	0.00	
H078021	Sheep - Breeding - Junior	0.00	
H078022	Sheep - Market Lamb - Senior	0.00	
H078023	Sheep - Market Lamb - Intermediate	0.00	
H078024	Sheep - Market Lamb - Junior	0.00	
H078025	Rabbits - Senior	0.00	
H078026	Rabbits - Intermediate	0.00	
H078027	Rabbits - Junior	0.00	
H078028	Poultry - Senior	0.00	
H078029	Poultry - Intermediate	0.00	
H078030	Poultry - Junior	0.00	
H078031	Meat Goat - Senior	0.00	
H078032	Meat Goat - Intermediate	0.00	
H078033	Meat Goat - Junior	0.00	
H078034	Cat - Senior	0.00	
H078035	Cat - Intermediate	0.00	
H078036	Cat - Junior	0.00	
	Divison Totals:	98.00	
	Department Totals:	106.50	
	Report Totals:		106.50

Figure 2. Department Payout Report