



## Exhibitor Accounts

Exhibitor accounts include the financial information for each exhibitor. Several functions are available including issuing individual checks, entering deductions and refunds, and entering cash payoffs.

### Individual Accounts

1. Click **Go to > Financial > Exhibitor Accounts (Exhibitor Acnts)**.
2. Click the **ID** button to list exhibitors by **ID** or the **Name** button to list exhibitors by name. See Figure 1.

List Exhibitors By...

Id	Name
OR	Count
GOS3617	140

- GOS4300 Appleseed, Johnny
- GOS3798 Beagle, Snoopy
- GOS4279 Bear, BooBoo
- GOS4296 Bear, Cindy
- GOS4278 Bear, Yogi
- GOS4202 Beethoven, Schroeder
- GOS4280 Bell, Tinker
- GOS4251 Big Red Dog, Clifford
- GOS4282 Bird, Road Runner
- GOS3923 Brown, Charlie
- GOS3601 Brown, Sally
- GOS3628 Bunny, Bugs
- GOS4281 Canary, Tweety
- GOS3911 Cat, Dilbert
- GOS3597 Cat, Sylvester
- GOS3827 Chipmunk, Alvin
- GOS3617 Chipmunk, Chip

Exhibitor Information...

Id	GOS3617	Name	Chipmunk, Chip
Street	PO Box 4	City	Jellystone
State	WY	Zip	87000-0000
		SSN	520-25-7936

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Deductions:	Deposit:
<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
<input type="text" value="0.00"/>	(+) Total Earned:
	<input type="text" value="8.00"/>
Refunds:	(-) Class/Lot Fees:
<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
<input type="text" value="0.00"/>	(-) Total Deductions:
	<input type="text" value="0.00"/>
	(+) Total Refunds:
	<input type="text" value="0.00"/>
	(-) Paid by Check:
	<input type="text" value="0.00"/>
	(-) Paid by Cash:
	<input type="text" value="0.00"/>
Checks:	Due Exhibitor:
<input type="text" value=""/>	<input type="text" value="8.00"/>

Action...

Return	Partial Pay by Cash
Payoff by Check	Enter/Chng Deducts
Payoff by Cash	Enter/Chng Refunds
Partial Pay by Chk	Enter Deposit

Item	Place	Awd	Amount	Class	
000000038	3-B		8.00	H078015	Beef Cattle - Ju
000000058			0.00	J003055	Lightweight Stee

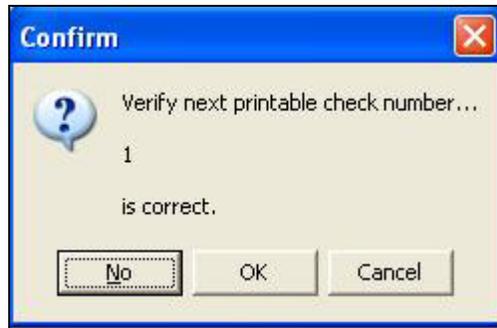
Item Count	2	Items Paid	1
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Figure 1. Exhibitor Accounts

3. Highlight the exhibitor. The exhibitor's name, address, placings, fees, deductions, and awards display.
4. Several actions are available: payoff by check or cash, partial payment by check or cash, enter deductions and refunds, and enter deposit.

### Payoff by Check

1. Make a note of the check number. Load it in the printer.
2. Click the **Payoff by Check** button.
3. A confirm message displays so the next printable check number is verified. See Figure 2.



**Figure 2. Confirm Check Number**

4. Click **No** to change the check number.
5. Type the next available check number. Click **Return**.
6. Click **Payoff by Check**.
7. Click **OK** to verify the check number and to verify the check amount.
8. The check number displays in the check area. See Figure 3 on page 3.



A check is not printed again for an exhibitor when a batch printing is done.

## Exhibitor Accounts

The screenshot displays the 'Exhibitor Information...' window. At the top, it shows the exhibitor's details: Id (GOS3617), Name (Chipmunk, Chip), Street (PO Box 4), City (Jellystone), State (WY), Zip (87000-0000), and SSN (520-25-7936). Below this is a financial summary section with a red arrow pointing to the 'Checks:' field. The summary includes: Deductions (0.00), Refunds (0.00), Deposit (0.00), (+) Total Earned (8.00), (-) Class/Lot Fees (0.00), (-) Total Deductions (0.00), (+) Total Refunds (0.00), (-) Paid by Check (8.00), (-) Paid by Cash (0.00), and Due Exhibitor (0.00). A 'Checks:' field contains the number '01002F'. Below the summary is a table of items:

Item Count	Item	Place	Awd	Amount	Class
2	000000038	3-B		8.00	H078015 Beef Cattle - Jur
	000000058			0.00	J003055 Lightweight Stee

At the bottom left, there is an 'Items Paid' field with the value '1'.

Figure 3. Check Number

### Partial Payoff by Check

A partial payment can be made to an exhibitor. The balance is then paid by cash or by check at a later time.

1. Make a note of the check number. Load it in the printer.
2. Click the **Partial Pay by Check** button.
3. A confirm message displays so the next printable check number is verified. See Figure 2 on page 2.
4. Click **No** to change the check number.
5. Type the next available check number. Click **Return**.
6. Click **Partial Pay by Check**.
7. Click **OK** to verify the check number and to verify the check amount.
8. The check number displays in the check area. See Figure 3.

## Payoff by Cash

1. Click the **Payoff by Cash** button.
2. A confirm message displays to verify the cash amount is correct. Click **OK**. See Figure 4.

The screenshot displays a software interface for managing exhibitor accounts. On the left, a list of exhibitors is shown, with 'GOS3821 Collie, Lassie' selected. The main area shows the exhibitor's details: Id: GOS3821, Name: Collie, Lassie, Street: 193 1st St, City: Jellystone, State: WY, Zip: 87000-0000, and SSN: 520-29-8104. Below this, there are sections for Deductions, Refunds, and Checks, all showing 0.00. A summary table on the right shows: Deposit: 0.00, (+) Total Earned: 10.00, (-) Class/Lot Fees: 0.00, (-) Total Deductions: 0.00, (+) Total Refunds: 0.00, (-) Paid by Check: 0.00, (-) Paid by Cash: 0.00, and Due Exhibitor: 10.00. At the bottom, there are buttons for 'Return', 'Partial Pay by Cash', 'Payoff by Check', 'Enter/Chng Deducts', 'Payoff by Cash', 'Enter/Chng Refunds', and 'Partial Pay by Chk', 'Enter Deposit'. A 'Confirm' dialog box is overlaid on the bottom right, with the text 'Verify cash amount (10.00) is correct.' and 'OK' and 'Cancel' buttons.

**Figure 4. Payoff by Cash**

3. Click **OK** to verify the amount.
4. The exhibitor account reflects the amount paid by cash. See Figure 5 on page 5.
5. The balance changes to reflect the amount paid.

## Exhibitor Accounts

The screenshot displays the 'Exhibitor Accounts' software interface. On the left, a list of exhibitors is shown, with 'GOS3821 Collie, Lassie' selected. The main area shows the exhibitor's information: Id: GOS3821, Name: Collie, Lassie, Street: 193 1st St, City: Jellystone, State: WY, Zip: 87000-0000, and SSN: 520-29-8104. Below this, a financial summary is displayed:

Deductions:		Deposit:	0.00
	0.00	(+) Total Earned:	10.00
	0.00	(-) Class/Lot Fees:	0.00
Refunds:		(-) Total Deductions:	0.00
	0.00	(+) Total Refunds:	0.00
	0.00	(-) Paid by Check:	0.00
		(-) Paid by Cash:	10.00
		Due Exhibitor:	0.00

At the bottom, there are buttons for 'Action...' such as 'Return', 'Partial Pay by Cash', 'Payoff by Check', 'Enter/Chng Deducts', 'Payoff by Cash', 'Enter/Chng Refunds', 'Partial Pay by Chk', and 'Enter Deposit'. A table below shows the item details:

Item	Place	Awd	Amount	Class
000000039	2-SF	10.00	H078015	Beef Cattle - Ju

Figure 5. Paid by Cash Balance

### Partial Payoff by Cash

1. Click the **Partial Pay by Cash** button.
2. Enter the **cash amount** being paid. See Figure 6 on page 6.
3. Press **Enter**.
4. A confirm message displays to verify the cash amount is correct. Click **OK**.
5. Click **OK** to verify the amount.
6. The exhibitor account reflects the amount paid by cash. See Figure 7 on page 6.
7. The balance changes to reflect the amount paid.

## Exhibitor Accounts

List Exhibitors By...

Id	Name	Count
<b>OR</b> GOS4184		140
GOS4251	Big Red Dog, Clifford	
GOS4282	Bird, Road Runner	
GOS3923	Brown, Charlie	
GOS3601	Brown, Sally	
GOS3628	Bunny, Bugs	
GOS4281	Canary, Tweety	
GOS3911	Cat, Dilbert	
GOS3597	Cat, Sylvester	
GOS3827	Chipmunk, Alvin	
GOS3617	Chipmunk, Chip	
GOS4163	Chipmunk, Dale	
GOS3965	Chipmunk, Simon	
GOS3966	Chipmunk, Theodore	
OCE0004	Cleaver, Ward	
GOS4255	Clues, Blues	
GOS3821	Collie, Lassie	
GOS4184	Cowboy, Woody	

Exhibitor Information...

Id:  Name:

Street:  City:

State:  Zip:  SSN:

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Deductions:	Deposit: <input type="text" value="0.00"/>
<input type="text" value="0.00"/>	(+) Total Earned: <input type="text" value="12.00"/>
<input type="text" value="0.00"/>	(-) Class/Lot Fees: <input type="text" value="0.00"/>
Refunds:	(-) Total Deductions: <input type="text" value="0.00"/>
<input type="text" value="0.00"/>	(+) Total Refunds: <input type="text" value="0.00"/>
<input type="text" value="0.00"/>	(-) Paid by Check: <input type="text" value="0.00"/>
Enter Additional Cash Paid...	(-) Paid by Cash: <input type="text" value="0.00"/>
<input type="text" value="5.00"/>	Due Exhibitor: <input type="text" value="12.00"/>
Checks: <input type="text" value=""/>	

Action...

<input type="button" value="Return"/>	<input type="button" value="Partial Pay by Cash"/>
<input type="button" value="Payoff by Check"/>	<input type="button" value="Enter/Chng Deducts"/>
<input type="button" value="Payoff by Cash"/>	<input type="button" value="Enter/Chng Refunds"/>
<input type="button" value="Partial Pay by Chk"/>	<input type="button" value="Enter Deposit"/>

Item Count	Item	Place	Awd	Amount	Class
1	000000040	1-P		12.00	H078015 Beef Cattle - Ju

Items Paid:

**Figure 6. Partial Cash Payment**

List Exhibitors By...

Id	Name	Count
<b>OR</b> GOS4184		140
GOS4251	Big Red Dog, Clifford	
GOS4282	Bird, Road Runner	
GOS3923	Brown, Charlie	
GOS3601	Brown, Sally	
GOS3628	Bunny, Bugs	
GOS4281	Canary, Tweety	
GOS3911	Cat, Dilbert	
GOS3597	Cat, Sylvester	
GOS3827	Chipmunk, Alvin	
GOS3617	Chipmunk, Chip	
GOS4163	Chipmunk, Dale	
GOS3965	Chipmunk, Simon	
GOS3966	Chipmunk, Theodore	
OCE0004	Cleaver, Ward	
GOS4255	Clues, Blues	
GOS3821	Collie, Lassie	
GOS4184	Cowboy, Woody	

Exhibitor Information...

Id:  Name:

Street:  City:

State:  Zip:  SSN:

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Deductions:	Deposit: <input type="text" value="0.00"/>
<input type="text" value="0.00"/>	(+) Total Earned: <input type="text" value="12.00"/>
<input type="text" value="0.00"/>	(-) Class/Lot Fees: <input type="text" value="0.00"/>
Refunds:	(-) Total Deductions: <input type="text" value="0.00"/>
<input type="text" value="0.00"/>	(+) Total Refunds: <input type="text" value="0.00"/>
<input type="text" value="0.00"/>	(-) Paid by Check: <input type="text" value="0.00"/>
	(-) Paid by Cash: <input type="text" value="5.00"/>
Checks: <input type="text" value=""/>	
	Due Exhibitor: <input type="text" value="7.00"/>

Action...

<input type="button" value="Return"/>	<input type="button" value="Partial Pay by Cash"/>
<input type="button" value="Payoff by Check"/>	<input type="button" value="Enter/Chng Deducts"/>
<input type="button" value="Payoff by Cash"/>	<input type="button" value="Enter/Chng Refunds"/>
<input type="button" value="Partial Pay by Chk"/>	<input type="button" value="Enter Deposit"/>

Item Count	Item	Place	Awd	Amount	Class
1	000000040	1-P		12.00	H078015 Beef Cattle - Ju

Items Paid:

**Figure 7. Balance after Partial Cash Payment**

## Refunds

1. Click **Go to > Financial > Exhibitor Accounts**.
2. Click the **ID** button or the **Name** button to display the exhibitors.
3. Highlight an exhibitor.
4. Click the **Enter/Change Refunds** button. The cursor displays in the *Refunds* field.
5. Type a **refund description**. Press **Tab**.
6. Type an **amount**. Press **Tab**.
7. The amount is reflected in *Total Refunds* and the balance is adjusted. See Figure 8.

The screenshot shows the 'Refunds' section of the Exhibitor Accounts software. On the left, a list of exhibitors is displayed, with 'GOS4184 Cowboy, Woody' selected. The main area contains a form for entering refund details, including a description 'Clean stall' and an amount of 10.00. To the right, a summary table shows financial transactions for the exhibitor.

Item	Place	Awd	Amount	Class
000000040	1-P		12.00	H078015 Beef Cattle - Ju

Figure 8. Refunds

## Deductions

1. Click **Go to > Financial > Exhibitor Accounts**.
2. Click the **ID** button or the **Name** button to display the exhibitors.
3. Highlight an exhibitor.
4. Click the **Enter/Change Deducts** button. The cursor displays in the *Deductions* field.

5. Type a **deduction description**. Press **Tab**.
6. Type an **amount**. Press **Tab**.
7. The amount is reflected in *Total Deductions* and the balance is adjusted. See Figure 9.

List Exhibitors By...		Exhibitor Information...																																	
Id	Name	Id	Name																																
OR	GOS4184	Count	140																																
<ul style="list-style-type: none"> <li>GOS4255 Clues, Blues</li> <li>GOS3821 Collie, Lassie</li> <li><b>GOS4184 Cowboy, Woody</b></li> <li>GOS4229 Coyote, Wile</li> <li>GOS4088 Crane, Ichabod</li> <li>GOS4087 Cricket, Jiminy</li> <li>GOS3541 Dalmation, Perdita</li> <li>GOS3930 Dalmation, Pongo</li> <li>GOS3489 DeVill, Cruella</li> <li>GOS3979 Deer, Bambi</li> <li>GOS3472 Devil, Taz</li> <li>GOS3427 Dinosaur, Barney</li> <li>GOS3817 Dog, Goofy</li> <li>GOS3714 Dog, Pluto</li> <li>GOS3939 Donkey, Eyore</li> <li>GOS3411 Doo, Scooby</li> <li>GOS3921 Duck, Daffy</li> </ul>		Street <input type="text" value="PO Box 112"/> City <input type="text" value="Jellystone"/> State <input type="text" value="WY"/> Zip <input type="text" value="87000-0000"/> SSN <input type="text" value="614-10-4062"/>																																	
Action...		Deductions: <table border="1" style="width: 100%;"> <tr> <td>Pool sport</td> <td style="text-align: right;">5.00</td> <td>Deposit:</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td><input type="text"/></td> <td style="text-align: right;"><input type="text" value="0.00"/></td> <td>(+) Total Earned:</td> <td style="text-align: right;">12.00</td> </tr> <tr> <td colspan="2">Refunds:</td> <td>(-) Class/Lot Fees:</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Clean stall</td> <td style="text-align: right;">10.00</td> <td>(-) Total Deductions:</td> <td style="text-align: right;">5.00</td> </tr> <tr> <td><input type="text"/></td> <td style="text-align: right;"><input type="text" value="0.00"/></td> <td>(+) Total Refunds:</td> <td style="text-align: right;">10.00</td> </tr> <tr> <td colspan="2">Checks:</td> <td>(-) Paid by Check:</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td colspan="2"></td> <td>(-) Paid by Cash:</td> <td style="text-align: right;">5.00</td> </tr> <tr> <td colspan="2"></td> <td>Due Exhibitor:</td> <td style="text-align: right;">12.00</td> </tr> </table>		Pool sport	5.00	Deposit:	0.00	<input type="text"/>	<input type="text" value="0.00"/>	(+) Total Earned:	12.00	Refunds:		(-) Class/Lot Fees:	0.00	Clean stall	10.00	(-) Total Deductions:	5.00	<input type="text"/>	<input type="text" value="0.00"/>	(+) Total Refunds:	10.00	Checks:		(-) Paid by Check:	0.00			(-) Paid by Cash:	5.00			Due Exhibitor:	12.00
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Figure 9. Deductions