

## **Export Check Data**

Check data can be exported from the FairPlus! program using a comma separated value file. It includes the check number, exhibitor ID, exhibitor name, voided information, and the amount. The data can then be imported into programs such as QuickBooks.

1. Click Go to > Financial > Export Check Data. See Figure 1.

	export the checks file data in a CSV ated Value) text file named t
he file is loca	ted on the C:\ckv\dataxfer folder.
he file contai	ns a header line as follows:
Check'',''Exh	bitor ID","Exhibitor Name", "Voided","Amount"
typical data	ine in the file would look like:
00001F","YR	K3037","Smith John","F","3.00"
	Export Check Data
	Exit / Return

## Figure 1. Export Check Data

- 2. Click the **Export Check Data** button.
- 3. The file name is CheckData.txt. It is saved in the C:\CKV\Dataxfer folder.