



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.



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.