1. **Click Go to > Financial > Reports > Account Summaries.** See Figure 1.

![Figure 1. Account Summaries Screen](image)

2. Click the **ID** button or the **Name** button to display the exhibitors’ list.

3. Highlight the desired exhibitors. Multiple exhibitors can be selected by using the Windows multi-select keys. Click the **All** button to select all the exhibitors.

4. Click the **Process/Print** button.

5. Be sure that the printer contains blank paper and not checks. Click **OK** to confirm the printer is ready.

6. Each exhibitor prints on an individual page. See Figure 2 for an example.
<table>
<thead>
<tr>
<th>Item</th>
<th>Class Code</th>
<th>Class Description</th>
<th>Placing</th>
<th>Amount</th>
<th>Awards</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>00000039</td>
<td>H076015</td>
<td>Beef Cattle - Junior</td>
<td>2-SF</td>
<td>10.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Total Earned: 10.00**

**Deductions:**
- 0.00

**Refunds:**
- 0.00

**Checks:**
- 0.00

**Class Fees:** 0.00

**Cash Paid:** 10.00

**Balance Due:** 0.00

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**Figure 2. Exhibitor Account Summary**