Checks can be printed by club or by department. If only one check needs to be printed, go to Exhibitor Accounts to payoff by check.

1. Click **Go to > Financial > Checks > Print**. See Figure 1.

   ![Figure 1. Check Printing](image)

   **Figure 1. Check Printing**

2. Click the **Primary Club** or **Department** radio button.

3. Select a **club** or **department** from the list.

![STAY!] Be sure the checks are loaded correctly in the printer. Make a note of the beginning and ending check numbers.

4. Click **Process**.

5. A confirm message displays asking for confirmation of the starting check number.

   Click **OK** if the starting number is correct.
Click No to change the starting check number. Enter the correct check number. Click the **Return** button. Click the **Process** button. See Figure 2.

![Check Printing Interface](image)

**Figure 2. Change Starting Check Number**

6. The number of checks, starting and ending check numbers, and the required funds display. A confirm message displays asking for confirmation that the correct number of checks are loaded in the printer.

7. Click **OK** to begin the check printing process. A current check field displays the check being printed.

8. Use the **STOP!** Button to halt printing when there is a problem.

9. Enter the **Check Printing Session Results** when the printing is complete. Click **Yes** when all checks printed. Click **No** if all the checks did not print.

**Check Printing Session Results**

When the answer to the results of the check printing is no, the following questions are displayed.

- Are there any non-printed check blanks the computer shows as printed?
- Are there any damaged checks?
- Are there any checks printed on blank paper?
- Click **Yes** or **No** as needed.