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.

![Figure 1. Exhibitor Accounts](image-url)
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](image)

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.
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.

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.
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.
Figure 6. Partial Cash Payment

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.

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.

Figure 8. Refunds
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.

![Image of Deductions](image)

**Figure 9. Deductions**