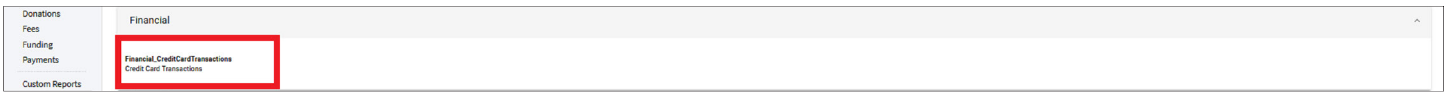
TEXAS 4HONLINE MANAGER GUIDE
DISTRICT EVENT
CREDIT CARD REPORT

1. Click the Standard Reports link on the navigation pane.
2. Click the Financial Tab to bring down the available reports.

3. Click on the report called Financial CreditCardTransactions from the list.



4. Select the district from the Hierachy drop-down menu.
5. Select the ProgramYear of leave as the defaulted current year.
6. Enter the start date plus one day to ensure all transactions made overnight are included. (cleared versus processed can affect results)
7. Enter the end date plus one day to ensure all transactions made overnight are included. (cleared versus processed can affect results)
8. Click the blue Download Excel button.

9. Open the Excel file from the previous step to filter and sort for the desired results.

Report Notes:

- The report will include records from the entire state.
- The report will need to be filtered using the following page as a guide.

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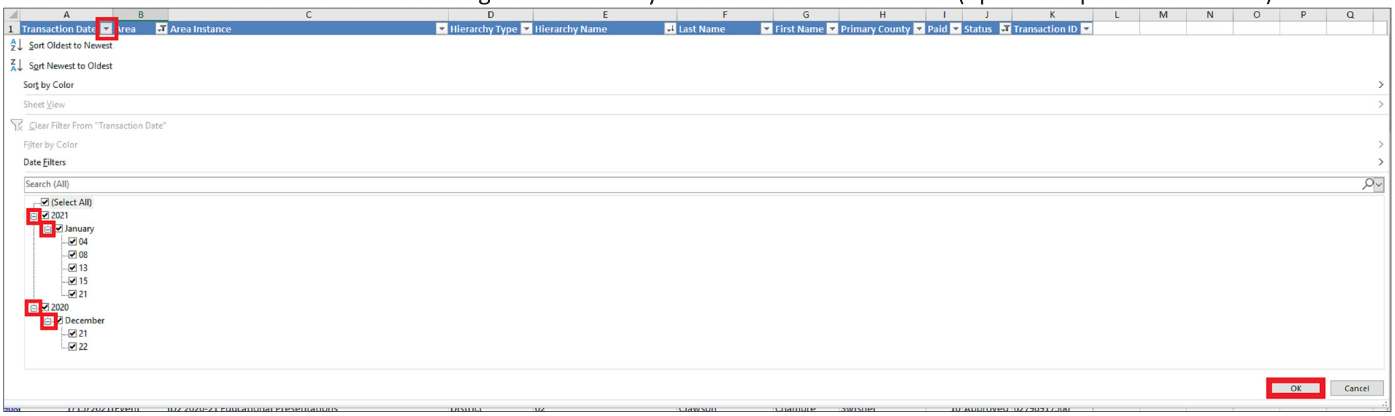
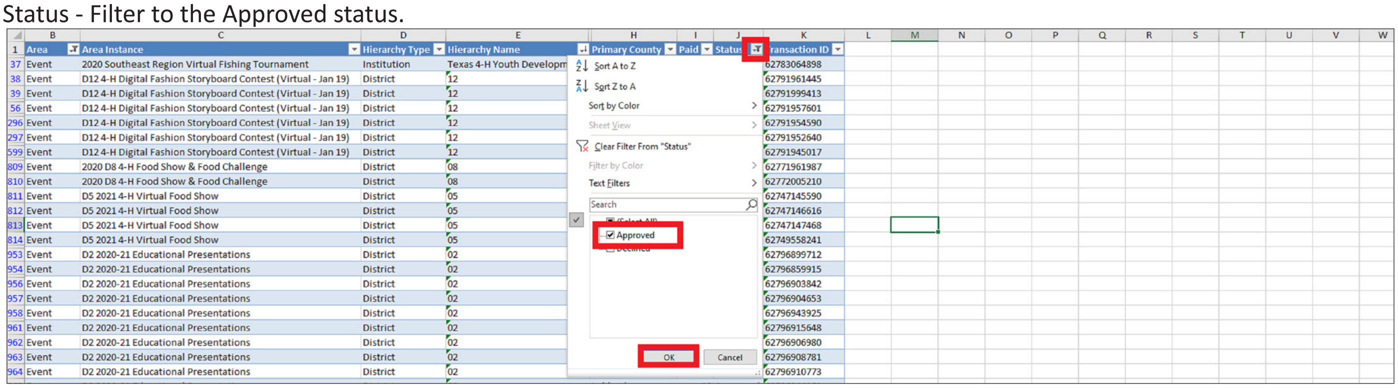
READING THE CREDIT CARD REPORT

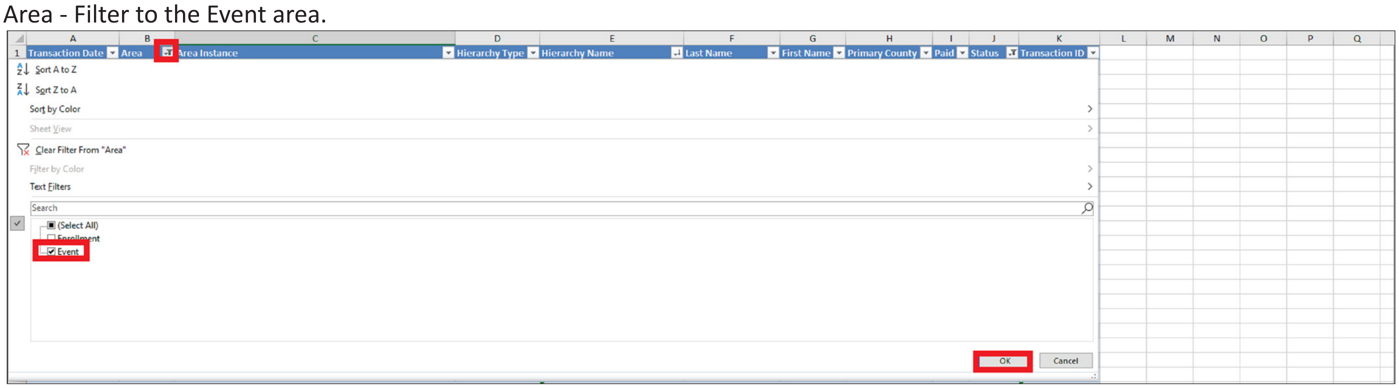
- Transaction Date - Click to filter to the dates given in monthly reconciliation instructions. (open to expand the months)



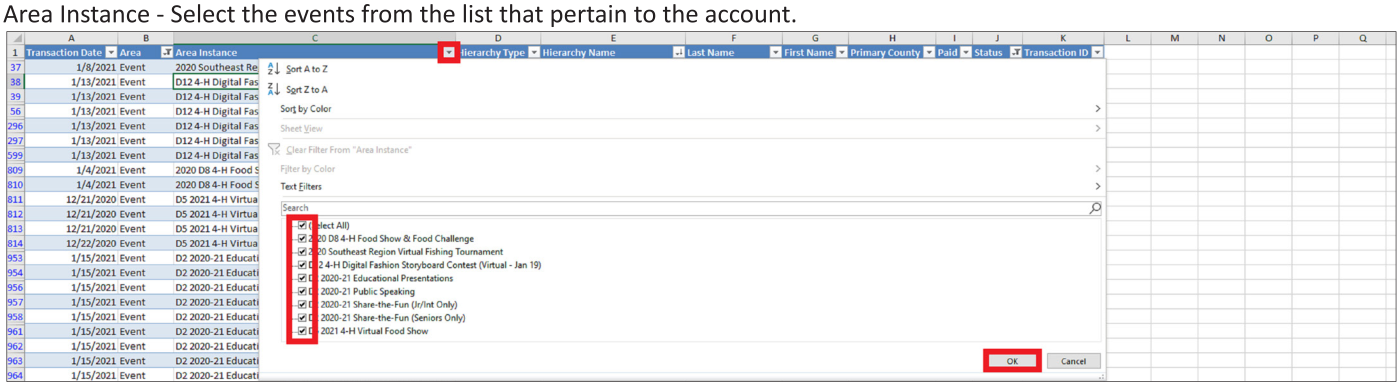
- Status - Filter to the Approved status.



- Area - Filter to the Event area.



- Area Instance - Select the events from the list that pertain to the account.



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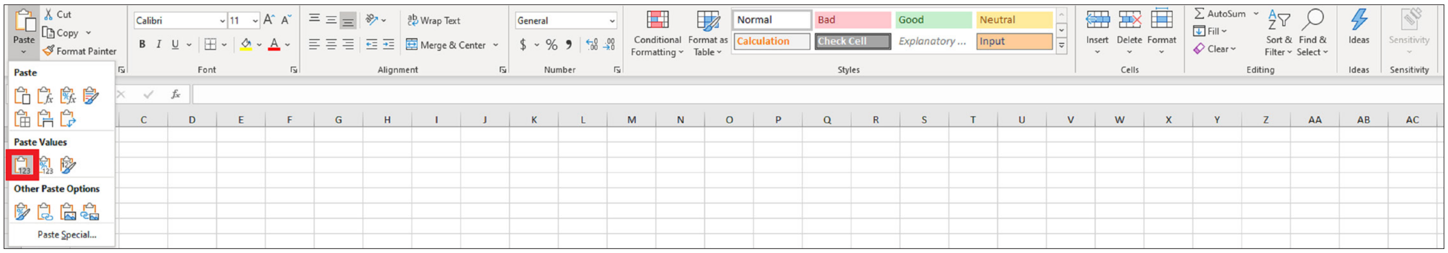
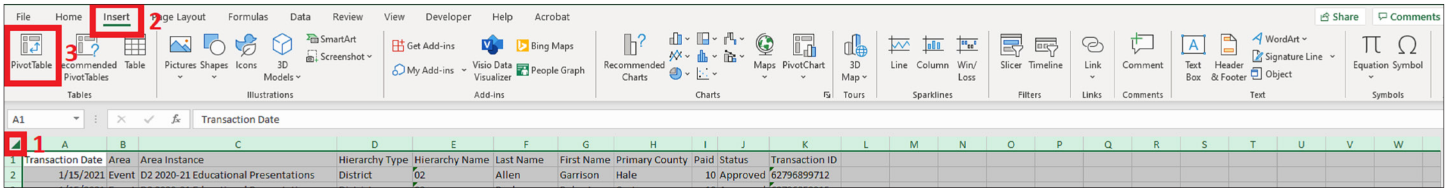
READING THE CREDIT CARD REPORT

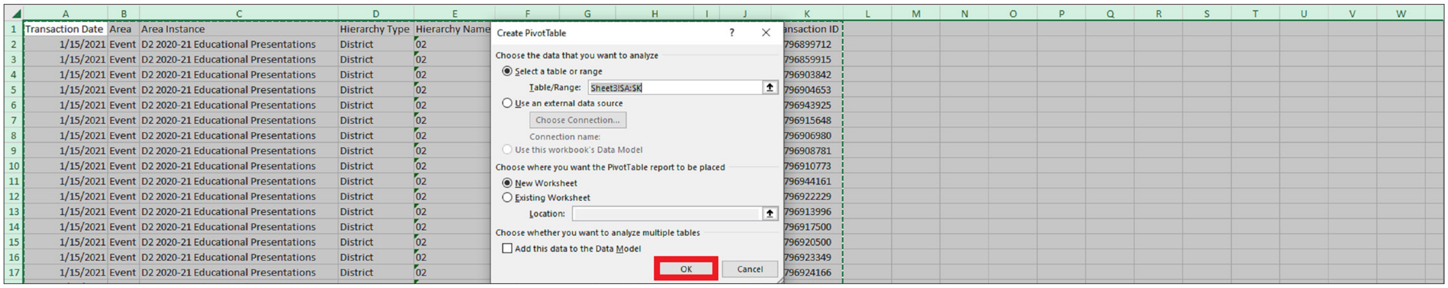
- Copy the results after all the filters are in place.
- Paste just the values only into an empty spreadsheet.



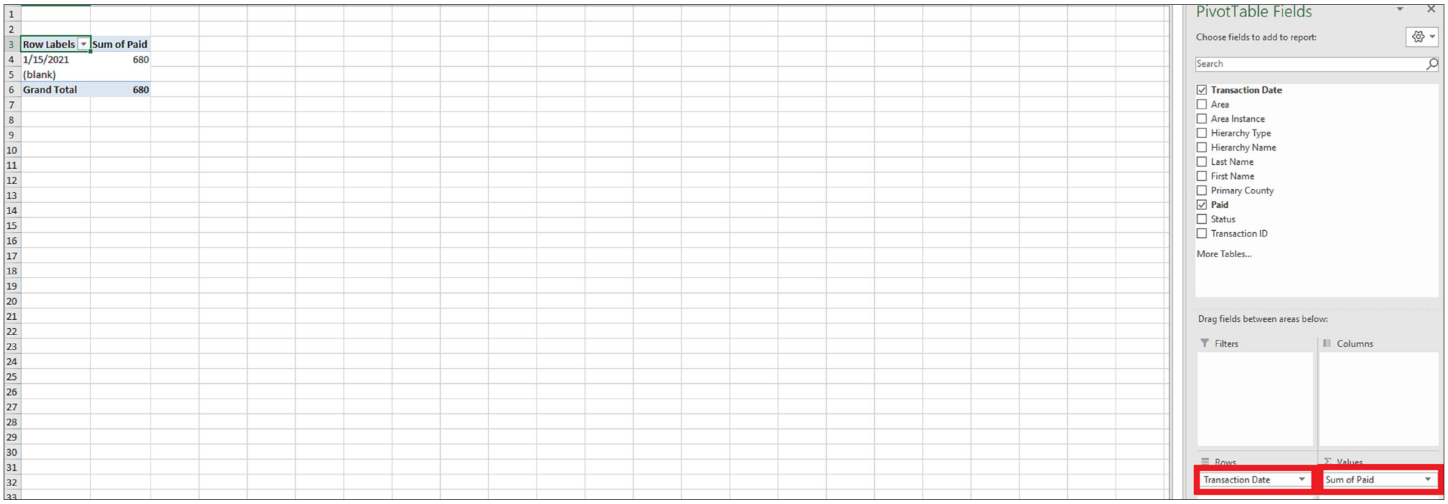
- Highlight the entire spreadsheet that was created in the previous step.
- Click the Insert menu.
- Click the Pivot Table icon from the menu.



- Click the OK button in the Create Pivot Table dialogue box.



- Move the Transaction Date down to the Rows area.
- Move the Sum of Paid down to the Values area.



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- The pivot table will now display the transactions by date and this will match the Canopy report for the account.

2		
3	Row Labels	Sum of Paid
4	1/15/2021	680
5	(blank)	
6	**Grand Total**	**680**
7		
8		
9		

Expense Activity

Eff Date	TC	Obj Code	Ref1	Ref2	Ref4	Offset Acct	Batch Ref	Description	Amount
1/14/2021	033	0544		1014165	0540114		FMR013	011421 Checks 21-0221	$130.00
1/19/2021	033	0544		1019001	6039319		FMR003	011521 CC 21-0223	$680.00
1/20/2021	033	0544		1020130	0540120		FMR005	012021 Checks 21-0228	$120.00
								Total:	**$930.00**

Ending Balance **$0.00**

If the two totals do not match you will need to check the filters on
the report to make sure all possible options are displayed for the account activity.

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