

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



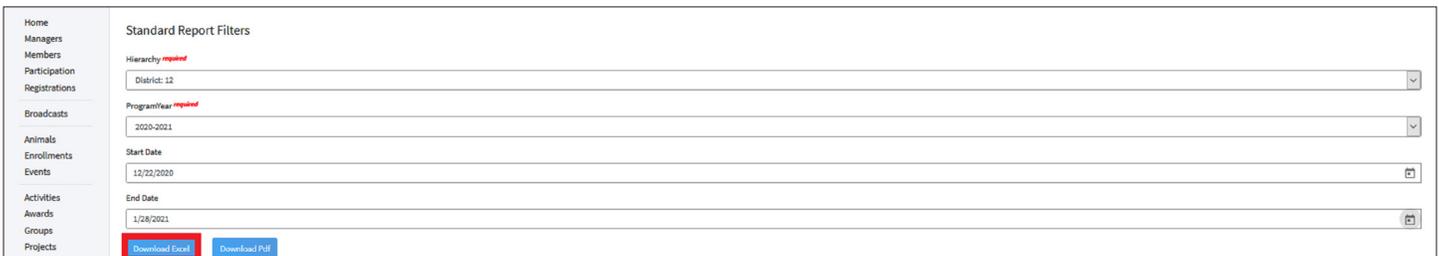
The screenshot shows the 'Standard Reports' section of the 4-H Online Manager. A sidebar on the left contains a navigation menu with categories like Home, Managers, Members, Participation, Registrations, Broadcasts, Animals, Enrollments, Events, Activities, Awards, Groups, Projects, Clubs, Screenings, Trainings, County Bills, Coupons, Discounts, Donations, Fees, Funding, and Payments. The 'Standard Reports' category is selected. The main content area lists several reports, with 'Financial' highlighted by a red rectangular box.

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



The screenshot shows the 'Financial' report selection page. The sidebar on the left is partially visible, showing 'Donations', 'Fees', 'Funding', 'Payments', and 'Custom Reports'. The main content area shows the 'Financial' report selected, with 'Financial_CreditCardTransactions' highlighted by a red rectangular box.

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.



The screenshot shows the 'Standard Report Filters' page. The sidebar on the left is partially visible, showing 'Home', 'Managers', 'Members', 'Participation', 'Registrations', 'Broadcasts', 'Animals', 'Enrollments', 'Events', 'Activities', 'Awards', 'Groups', and 'Projects'. The main content area shows the filter settings: Hierarchy (required) set to District: 12, ProgramYear (required) set to 2020-2021, Start Date set to 12/22/2020, and End Date set to 1/28/2021. The 'Download Excel' button is highlighted with a red rectangular box.

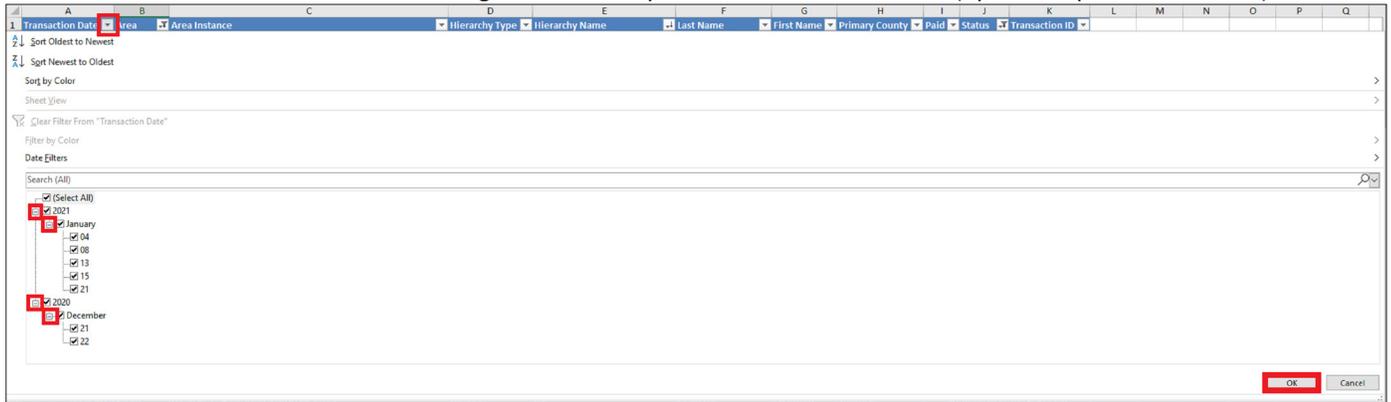
9. Open the Excel file from the previous step to filter and sort for the desired results.

Report Notes:

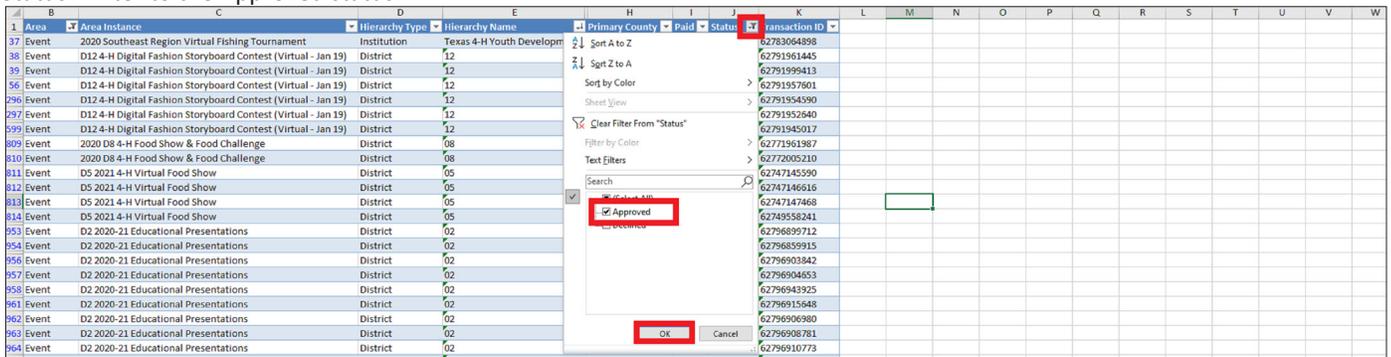
- The report will include records from the entire state.
- The report will need to be filtered using the following page as a guide.

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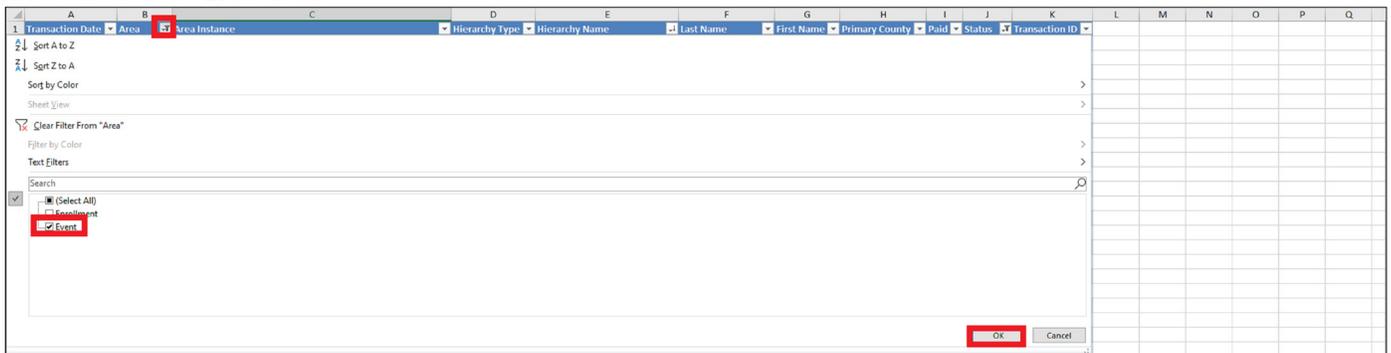
- Transaction Date - Click to filter to the dates given in monthly reconciliation instructions. (open to expand the months)



- Status - Filter to the Approved status.



- Area - Filter to the Event area.

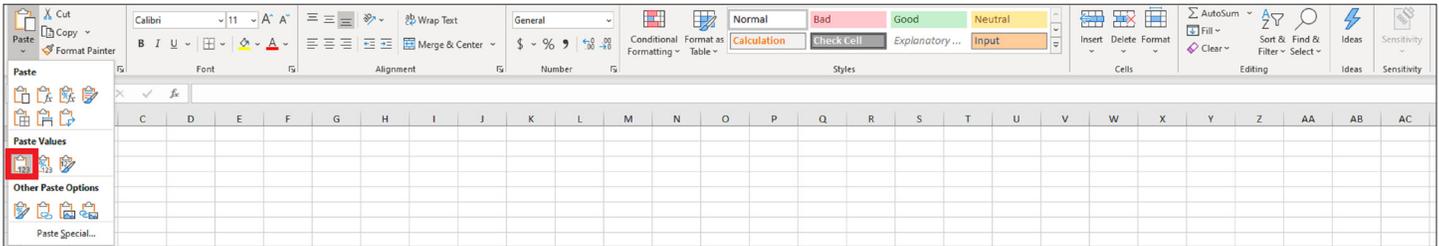


- Area Instance - Select the events from the list that pertain to the account.

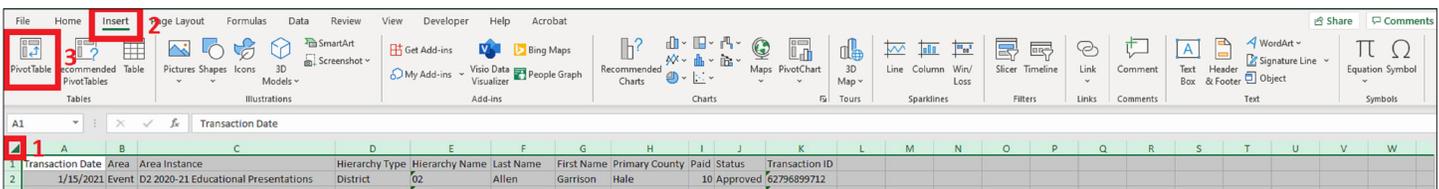


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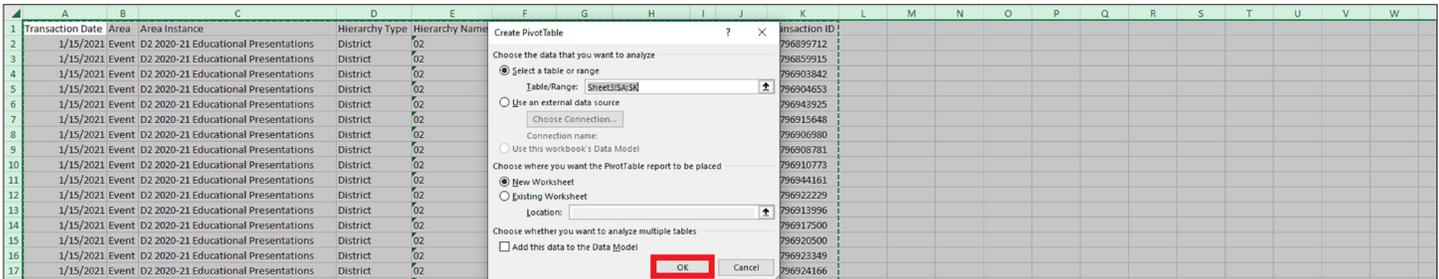
- Copy the results after all the filters are in place.
- Paste just the values only into an empty spreadsheet.



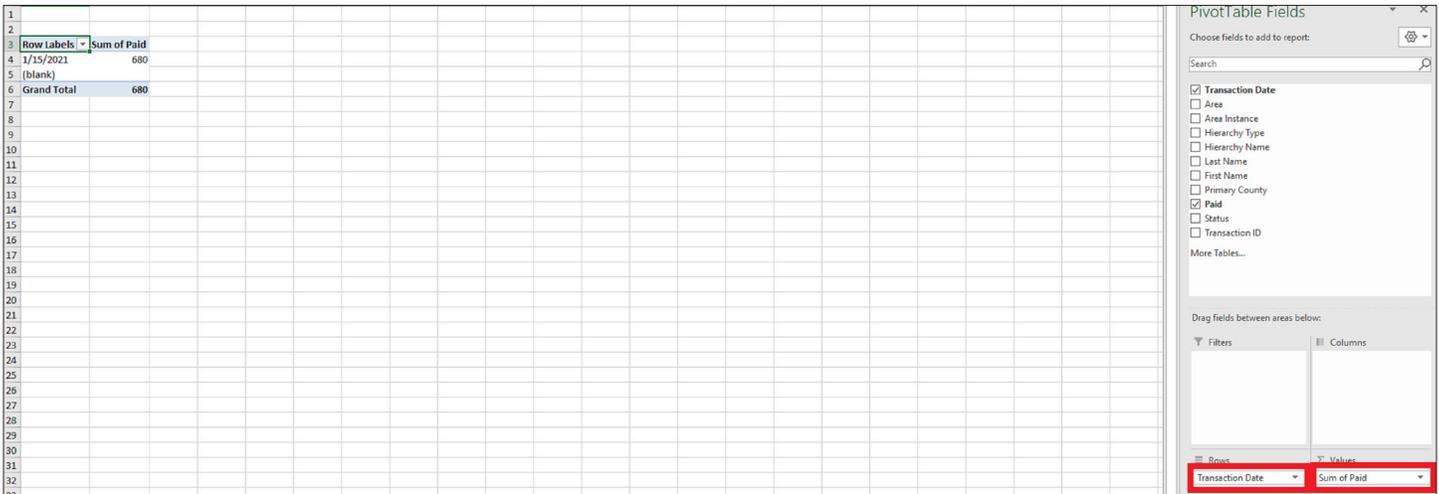
- Highlight the entire spreadsheet that was created in the previous step.
- Click the Insert menu.
- Click the Pivot Table icon from the menu.



- 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.

		Expense Activity											
2			Eff Date	TC	Obj Code	Ref1	Ref2	Ref4	Offset Acct	Batch Ref	Description	Amount	
3	Row Labels ▾	Sum of Paid											
4	1/15/2021	680	1/14/2021	033	0544		1014165	0540114		FMR013	011421 Checks 21-0221	\$130.00	
5	(blank)		1/19/2021	033	0544		1019001	6039319		FMR003	011521 CC 21-0223	\$680.00	
6	Grand Total	680	1/20/2021	033	0544		1020130	0540120		FMR005	012021 Checks 21-0228	\$120.00	
7												Total:	\$930.00
8			Ending Balance										\$0.00
9													

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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