

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.

Managers	Standard Reports
Participation	E\$237
Broadcasts	ES227 Activity ES227 - Activity Count
Enrollments Events	ES237. Ethnolog ES237 - Ethnolog Count
Activities Awards Groups Projects	ES217 Autoipation ES217 - Puriopation Court
Clubs Screenings Trainings	ES237-Volumeer ES237-Volumeer Count
County Bills Coupons	15227. Fouth 15227 - Fouth Court
Donations Fees	Financial
Funding Payments	
Custom Reports Standard Reports	

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

Donations Fees	Inancial	<u>^</u>
Funding Payments Custom Reports	aanial. Credit Cyrol Cyrol Carl Carl Carl Carl Carl Carl Carl Car	
4. Select	ne district from the Hierachy dron-down menu.	

- 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.

Home Managers	Standard Report Filters	
Members	Hiarachympiad	
Participation	Dubrie: 12	~
Broadcasts	Programma	
	2009-001	~
Animals Enrollments	Start Date	
Events	12/22/2000	Ē
Activities	End Oxe	
Awards	1/28/001	E
Groups Projects	Download Excel Download Pdf	

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)

1	A B	С	D	E	F	G	Н	1 1	K	L	M	N	0	P	Q
1	Transaction Date 🔽 trea 📑 Area Instance		Hierarchy Type	Hierarchy Name	🛃 Last Name	💌 First Name 💌	Primary County	🕶 Paid 💌 Statu	s ず Transaction ID 💌	7					
ź	Sort Oldest to Newest														
Z	↓ Sort Newest to Oldest														
	Sort by Color														>
	Sheet ¥iew														>
5	Glear Filter From "Transaction Date"														
	Filter by Color														>
	Date <u>Filters</u>														>
	Search (All)														2~
														ОК	Cancel

Status - Filter to the Approved status.

A B	C	D	E		H	1	J	K	L	M	N	0	Р	Q	R	S	Т	U	V	W
1 Area	Area Instance	🛛 Hierarchy Type 💌	Hierarchy Name	₩ P	Primary County 💌 P	Paid 💌 S	Status 🖃	ransaction ID 💌												
37 Event	2020 Southeast Region Virtual Fishing Tournament	Institution	Texas 4-H Youth Developm	n 2↓ s	Sort A to Z			62783064898												
38 Event	D12 4-H Digital Fashion Storyboard Contest (Virtual - Jan 19)	District	12	Z1 /	C			62791961445												
39 Event	D12 4-H Digital Fashion Storyboard Contest (Virtual - Jan 19)	District	12	A† 3	Soft 2 to A			62791999413												
56 Event	D12 4-H Digital Fashion Storyboard Contest (Virtual - Jan 19)	District	12	So	ort by Color		>	62791957601												
296 Event	D12 4-H Digital Fashion Storyboard Contest (Virtual - Jan 19)	District	12	Sh	neet View		>	62791954590												
297 Event	D12 4-H Digital Fashion Storyboard Contest (Virtual - Jan 19)	District	12		-			62791952640												
599 Event	D12 4-H Digital Fashion Storyboard Contest (Virtual - Jan 19)	District	12	ک ×۲	Clear Filter From "Statu	15		62791945017												
809 Event	2020 D8 4-H Food Show & Food Challenge	District	08	Fil	Iter by Color		>	62771961987												
810 Event	2020 D8 4-H Food Show & Food Challenge	District	08	Te	ext Eilters		>	62772005210												
811 Event	D5 2021 4-H Virtual Food Show	District	05				0	62747145590												
812 Event	D5 2021 4-H Virtual Food Show	District	05	×	earch		2	62747146616												
813 Event	D5 2021 4-H Virtual Food Show	District	05	~	E (Calant All)			62747147468												
814 Event	D5 2021 4-H Virtual Food Show	District	05		IM Approved			62749558241												
953 Event	D2 2020-21 Educational Presentations	District	02		- Decimed			62796899712												
954 Event	D2 2020-21 Educational Presentations	District	02					62796859915												
956 Event	D2 2020-21 Educational Presentations	District	02					62796903842												
957 Event	D2 2020-21 Educational Presentations	District	02					62796904653												
958 Event	D2 2020-21 Educational Presentations	District	02					62796943925												
961 Event	D2 2020-21 Educational Presentations	District	02					62796915648												
962 Event	D2 2020-21 Educational Presentations	District	02					62796906980												
963 Event	D2 2020-21 Educational Presentations	District	02		OK		Cancel	62796908781												
964 Event	D2 2020-21 Educational Presentations	District	02			_		62796910773												

• Area - Filter to the Event area.

4	A B C D E F G H I J K		L	М	Ν	0	Р	Q
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Z	↓ SgrtZto A							
	Sort by Color	>						
	Sheet <u>V</u> ew	>						
5	k Slear Filter From *Area*							
	Filter by Color	>						
	Text Filters	>						
	Seach	Q						
Ľ	Clearly Colect All							
	_ Strent.							
	OK Car	cel						
_								

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

	A B		C	D	E	F	G	Н	I J	K	L	M	N	0	Р	Q
1 Tra	nsaction Date 💌 Area	📕 Area Instance		💌 lierarchy Type	 Hierarchy Name 	斗 Last Name	💌 First Name 💌	Primary County	💌 Paid 💌 Statu	s 📲 Transaction ID 💌	1					
37	1/8/2021 Event	2020 Southeast Re	2↓ Sort A to Z													
38	1/13/2021 Event	D12 4-H Digital Fas	Z Sort Z to A													
39	1/13/2021 Event	D12 4-H Digital Fas	At Solution													
56	1/13/2021 Event	D12 4-H Digital Fas	Sort by Color							>						
296	1/13/2021 Event	D12 4-H Digital Fas	Sheet View							>						
297	1/13/2021 Event	D12 4-H Digital Fas									-					
599	1/13/2021 Event	D12 4-H Digital Fas	1× Clear Filter From Area Instance													
809	1/4/2021 Event	2020 D8 4-H Food S	Filter by Color							>						
810	1/4/2021 Event	2020 D8 4-H Food S	Text <u>Filters</u>							>						
811	12/21/2020 Event	D5 2021 4-H Virtua	Const							0						
812	12/21/2020 Event	D5 2021 4-H Virtua	Search							ρ						
813	12/21/2020 Event	D5 2021 4-H Virtua	- C (elect All)													
814	12/22/2020 Event	D5 2021 4-H Virtua	2 20 D8 4-H Food Show & Foo	d Challenge												
953	1/15/2021 Event	D2 2020-21 Educati	2 20 Southeast Region Virtual	isning Tournament	10)											
954	1/15/2021 Event	D2 2020-21 Educati	2020-21 Educational Presen	ations	(3)											
956	1/15/2021 Event	D2 2020-21 Educati	- 2020-21 Public Speaking													
957	1/15/2021 Event	D2 2020-21 Educati		nt Only)												
958	1/15/2021 Event	D2 2020-21 Educati		iors Only)												
961	1/15/2021 Event	D2 2020-21 Educati														
962	1/15/2021 Event	D2 2020-21 Educati							_	_						
963	1/15/2021 Event	D2 2020-21 Educati								OK Cancel						
	a las langa sures	no near of states														

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• Copy the results after all the filters are in place.

• Paste just the values only into an empty spreadsheet.

Paste * V Cut Copy * * Format Painter	Calib B	ri I <u>U</u>	- E	√11 ~ <u>Ø</u>	~ A^ A			%⁄~ ≅ ≅	환 Wra	p Text ge & Ce	nter ~	General \$ ~ 9	69 58	→ Cr →0 Fo	onditional rmatting ~	Format a Table ~	Nor Calc	mal culation	Bad Check	Cell	Good Explanato	Ne ry Inp	utral ut	4 4	Insert Delet	e Format	∑ AutoSur ↓ Fill ~ ♦ Clear ~	n × AZ Sort & Filter ×	Find & Select ~	Ideas	Sensitivity
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Paste Values																_															
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Other Paste Options																															
8224																															
Paste Special																															

- Highlight the entire spreadsheet that was created in the previous step.
- Click the Insert menu.

• Click the Pivot Table icon from the menu.

File Home Insert 2 ge Layout Formulas Data	Review View Developer Help Acrobat			암 Share 모 Comments
PivotTable Provotable	aartArt eenshot ~ ☐ Get Add-ins Visio Data ⊖ My Add-ins ~ Visio Data Visualizer ₽ People Graph	Recommended Charts	Line Column Loss	 ✓ WordArt ~ ✓ Signature Line ~ ✓ Object ~
Tables Illustrations	Add-ins	Charts 15 Tours	Sparklines Filters Links Comments	Text Symbols
A1 👻 : 🖂 🖌 🕼 Transaction Date				
⊿ 1 А В С	D E F G	H I J K L	M N O P Q R S	T U V W
1 Transaction Date Area Area Instance	Hierarchy Type Hierarchy Name Last Name First M	ame Primary County Paid Status Transaction ID		
2 1/15/2021 Event D2 2020-21 Educational Presentations	District 02 Allen Garris	on Hale 10 Approved 62796899712		

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

	A B	С	D	E	F	G	H I	J	К	L	M	N	0	Р	Q	R	S	т	U	V	W
1	Transaction Date Area	Area Instance	Hierarchy Type	Hierarchy Name	Create PivotTal	ble		? X	ansaction ID												
2	1/15/2021 Event	D2 2020-21 Educational Presentations	District	02					796899712												
3	1/15/2021 Event	D2 2020-21 Educational Presentations	District	02	Choose the dat	a that you want to an	alyze		796859915												
4	1/15/2021 Event	D2 2020-21 Educational Presentations	District	02	Select a tal	ble or range			796903842												
5	1/15/2021 Event	D2 2020-21 Educational Presentations	District	02	Table/	Range: Sheet3ISA:SH	4	±	796904653												
6	1/15/2021 Event	D2 2020-21 Educational Presentations	District	02	○ <u>U</u> se an ext	ernal data source			796943925												
7	1/15/2021 Event	D2 2020-21 Educational Presentations	District	02	Choo	se Connection			796915648												
8	1/15/2021 Event	D2 2020-21 Educational Presentations	District	02	Conne	ction name:			796906980												
9	1/15/2021 Event	D2 2020-21 Educational Presentations	District	02	 Use this w 	orkbook's Data Mode	21		796908781												
10	1/15/2021 Event	D2 2020-21 Educational Presentations	District	02	Choose where y	you want the PivotTab	ole report to be place		796910773												
11	1/15/2021 Event	D2 2020-21 Educational Presentations	District	02	New Work	sheet			796944161												
12	1/15/2021 Event	D2 2020-21 Educational Presentations	District	02	O Existing W	orksheet			796922229												
13	1/15/2021 Event	D2 2020-21 Educational Presentations	District	02	Locatio	on:		1	796913996												
14	1/15/2021 Event	D2 2020-21 Educational Presentations	District	02	Choose whethe	r you want to analyze	multiple tables		796917500												
15	1/15/2021 Event	D2 2020-21 Educational Presentations	District	02	Add this d	ata to the Data Mode	1		796920500												
16	1/15/2021 Event	D2 2020-21 Educational Presentations	District	02		ata to the bata mode			796923349												
17	1/15/2021 Event	D2 2020-21 Educational Presentations	District	02			OK	Cancel	796924166												

• Move the Transaction Date down to the Rows area.

• Move the Sum of Paid down to the Values area.

1	PivotTable Fields * *
2	A
3 Row Labels v Sum of Paid	Choose fields to add to report:
4 1/15/2021 680	Search Q
5 (blank)	
6 Grand Total 680	Transaction Date
7	Area
8	Area Instance
9	Hierarchy Type
10	Hierarchy Name
11	Last Name
	Primary County
13	I Paid
	Status
	Transaction ID
	Mars Tables
	More lables
	Drag fields between areas below:
	T Filters
79	
30	
31	E Rows Σ Values
32	Transaction Date 🔻 Sum of Paid 💌
23	

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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			Expense Act	ivity								
3	Row Labels 💌	Sum of Paid	Eff Date	тс	Obj Code	Ref1	Ref2	Ref4	Offset Acct	Batch Ref	Description	Amount
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 Bala	ince								\$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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