

EVENT PAYMENTS

PULL ALL THREE REPORTS SEPARATELY

REGISTRATION APPROVED AND PAID

4HONLINE REPORT COLUMNS

Registration: Registration **State**
 Registration: Registration Id
 Member: County Name
 Member: Name-Last, First
Payment: Payment Amount
 Payment: Payment Method Type

4HONLINE CUSTOM FILTERS

Registration **STATUS** is not equal to:

- Declined (not a payment status)
- Deleted
- Incomplete
- Resubmit
- Awaiting Review

SCREENSHOT

Report Columns

Registration

Registration State

Registration

Registration Id

Member

County Name

Member

Name-Last, First

Payment

Payment Amount

Payment

Payment Method Type

Y

Custom Filters

Registration Status is **not equal** to Declined, Deleted, Incomplete, Resubmit, Awaiting Review

EXCEL FILTER

Filter the Registration **STATE** to:

- Approved

Note: If there is an entry that shows **Approved** at the final level with no money items selected then the Payment Amount will show a zero amount. There's not a way for this entry to have anything added if the registration state is approved.

SCREENSHOT

1 Registration State

Sort A to Z

Sort Z to A

Sort by Color

Sheet View

Filter by "Registration State"

Search

☒ (Select All)

☒ Approved

☐ Awaiting Review

☐ Outstanding Invoice

☐ PaymentNotReceivedByInstitution

OK Cancel

Name-Last, First	Payment Amount	Payment Method Type
azoria	\$85.00	MasterCard
ay	\$85.00	VISA
manche	\$85.00	VISA
incho	\$85.00	NonElectronic
imilton	\$85.00	VISA
ufman	\$85.00	VISA
yisher	\$85.00	VISA
hnsion	\$80.00	VISA
gelina	\$75.00	MasterCard
gelina	\$75.00	MasterCard
cher	\$75.00	MasterCard
cher	\$75.00	VISA
cher	\$75.00	MasterCard
strop	\$75.00	VISA
ylor	\$75.00	NonElectronic
ylor	\$75.00	NonElectronic
ylor	\$75.00	NonElectronic
ylor	\$75.00	NonElectronic
se	\$75.00	NonElectronic
se	\$75.00	NonElectronic
se	\$75.00	NonElectronic

REGISTRATION APPROVED BUT PENDING PAYMENT

4HONLINE REPORT COLUMNS

Registration:	Registration State
Registration:	Registration Id
Member:	County Name
Member:	Name-Last, First
Payment:	Invoice Amount
Payment:	Payment Method Type

4HONLINE CUSTOM FILTERS

Registration **STATUS** is not equal to:

- Declined (not a payment status)
- Deleted
- Incomplete
- Resubmit
- Awaiting Review

SCREENSHOT

Report Columns

Registration

Registration Status

Registration

Registration Id

Member

Country Name

Member

Name-Last_First

Payment

Invoice Amount

Payment

Payment Method Type

Custom Filters

Registration Status is **not equal to** Declined, Deleted, Incomplete, Resubmit, Awaiting Review

EXCEL FILTER

Filter the Registration **STATE** to:

• **OUTSTANDING INVOICE:**

The family's credit card was declined or the county did not fully complete the [invoice steps](#) in order to send in the money. Checking the individual's [member profile](#) invoice will give the payment status of that person's enrollment.

• **PAYMENT NOT RECEIVED BY INSTITUTION:**

The county has completely created an invoice but the state office has not received the invoice and matching check.

SCREENSHOT

The screenshot shows the 'Registration State' filter menu. The 'OutstandingInvoice' and 'PaymentNotReceivedByInstitution' options are selected and highlighted with a red box. A large red arrow points down from the 'Filter by' section to the selected options.

EVENT PAYMENTS

PENDING REGISTRATION AND PAYMENTS

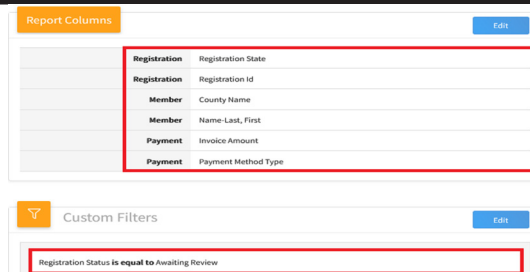
4HONLINE REPORT COLUMNS

Registration: Registration **State**
 Registration: Registration Id
 Member: County Name
 Member: Name-Last, First
Payment: Invoice Amount
 Payment: Payment Method Type

4HONLINE CUSTOM FILTERS

Registration **STATUS** is not equal to:
 • Awaiting Review

SCREENSHOT



EXCEL FILTER

Filter the Registration **STATE** to: (should not have to do this)

- Awaiting Review:
 County: The county needs to approve the registration.
 District: The district needs to approve the registration.
 Institution: The state needs to approve registration.

Notes:

- Payment Method Type:
 - » Visa, Master, Discover payment method will be processed when registration is approved.
 - » Check will show as a blank until registration is approved and the county does their invoice steps.

Exceptions:

- If there is an entry that shows **Awaiting Review** with no money items selected then the Payment Amount will show a zero amount. There's not a way for this entry to have anything added unless returned to the family for changes.

SCREENSHOT

	A	B	C	D	E	F
	Registration State	Registration Id	County Name	Name-Last, First	Invoice Amount	Payment Method Type
1	Awaiting Review - District	79164	Taylor		\$20.00	
2	Awaiting Review - District	82295	Brown		\$20.00	
3	Awaiting Review - County	82596	Tom Green		\$20.00	VISA
4	Awaiting Review - County	82597	Tom Green		\$20.00	VISA
5	Awaiting Review - District	79158	Taylor		\$20.00	
6	Awaiting Review - District	82539	McCulloch		\$20.00	MasterCard
7	Awaiting Review - District	82546	McCulloch		\$20.00	MasterCard
8	Awaiting Review - District	82689	Llano		\$20.00	
9	Awaiting Review - District	82749	McCulloch		\$20.00	MasterCard
10	Awaiting Review - District	82604	Fisher		\$20.00	
11	Awaiting Review - District	79965	Sterling		\$20.00	VISA
12	Awaiting Review - District	82359	Runnels		\$20.00	
13	Awaiting Review - District	82368	Runnels		\$20.00	
14	Awaiting Review - District	82358	Runnels		\$20.00	
15	Awaiting Review - District	82349	Mason		\$27.00	MasterCard
16	Awaiting Review - District	82609	McCulloch		\$20.00	MasterCard
17	Awaiting Review - District	82643	Sterling		\$20.00	VISA
18	Awaiting Review - District	82650	Sterling		\$20.00	VISA
19	Awaiting Review - District	82311	Brown		\$20.00	
20	Awaiting Review - County	82336	Tom Green		\$20.00	Discover
21	Awaiting Review - County	82337	Tom Green		\$20.00	Discover
22	Awaiting Review - County	82774	Tom Green		\$20.00	VISA
23	Awaiting Review - County	82383	Tom Green		\$20.00	MasterCard
24	Awaiting Review - District	82374	Runnels		\$20.00	
25	Awaiting Review - District	82369	Runnels		\$20.00	
26	Awaiting Review - County	82613	Nolan		\$20.00	
27	Awaiting Review - District	82792	Mason		\$20.00	MasterCard
28	Awaiting Review - District	82793	Mason		\$20.00	MasterCard
29	Awaiting Review - District	82794	Mason		\$20.00	MasterCard
30	Awaiting Review - District	82594	McCulloch		\$20.00	MasterCard
31	Awaiting Review - District	82595	McCulloch		\$20.00	MasterCard
32	Awaiting Review - District	82360	Runnels		\$20.00	
33	Awaiting Review - District	82591	Mason		\$20.00	MasterCard
34	Awaiting Review - District	82577	McCulloch		\$20.00	VISA
35	Awaiting Review - District	82416	Burnet		\$20.00	MasterCard
36	Awaiting Review - District					

THESE INSTRUCTIONS MIGHT NOT WORK IF MORE FIELDS OR FILTERS ARE ADDED

**THERE ARE EXCEPTIONS TO THE INSTRUCTIONS ON AMOUNTS AND STATUSES
 IT'S IMPORTANT TO KNOW THAT UNTIL IT'S APPROVED FIXES TO PAYMENTS CAN BE MADE
 IF A REGISTRATION IS APPROVED THERE'S NOT MUCH THAT CAN BE DONE TO FIX ISSUES**