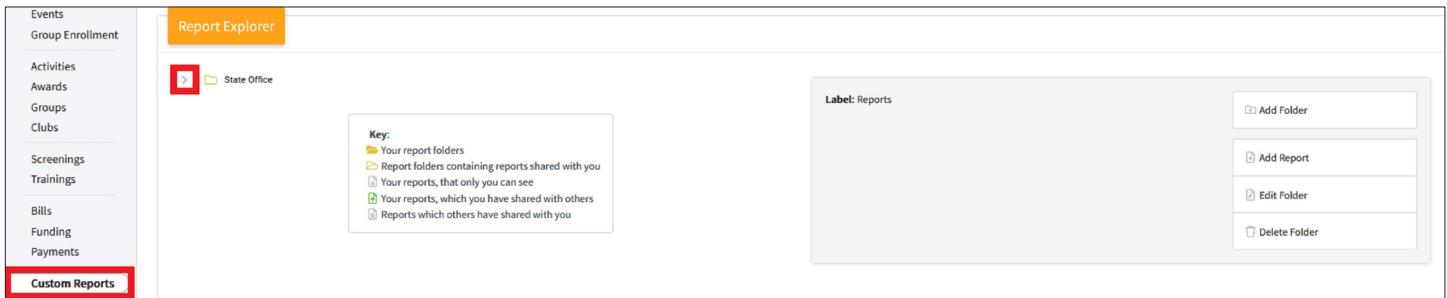


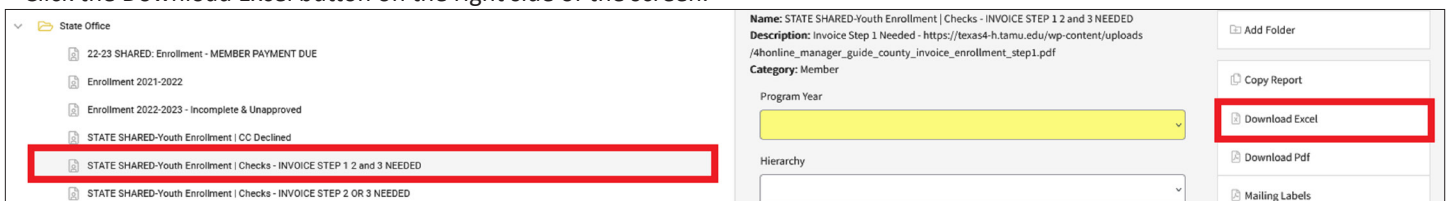
## DOWNLOAD SHARED CUSTOM REPORT

- Click the Custom Reports link in the navigational pane on the left side of the screen.
- Click the right arrow beside the State Office folder to open it if it's not already opened.



The screenshot shows the 'Report Explorer' interface. On the left sidebar, 'Custom Reports' is highlighted with a red box. The main area shows the 'State Office' folder expanded, with a key explaining report folder icons. On the right, there are controls for 'Label: Reports' including 'Add Folder', 'Add Report', 'Edit Folder', and 'Delete Folder'.

- Click on the report called STATE SHARED-Youth Enrollment | Checks - INVOICE STEP 1 2 and 3 NEEDED.
- Click the Download Excel button on the right side of the screen.



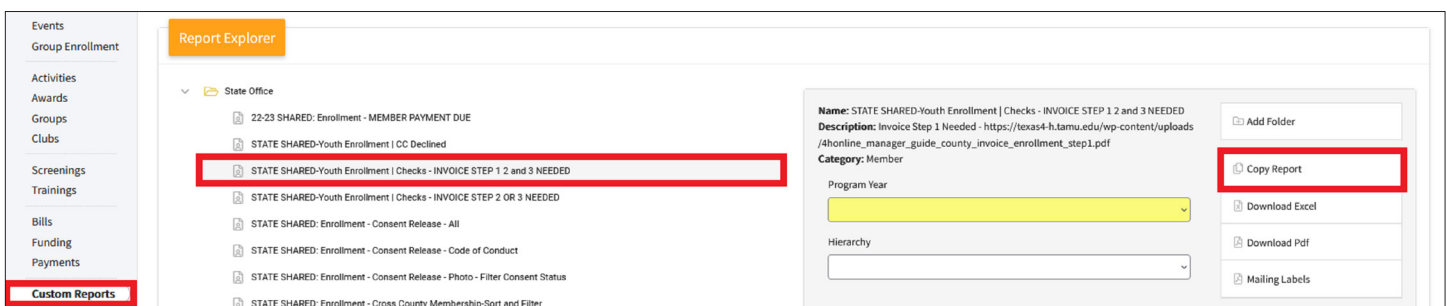
The screenshot shows the details for the report 'STATE SHARED-Youth Enrollment | Checks - INVOICE STEP 1 2 and 3 NEEDED'. The 'Download Excel' button is highlighted with a red box. Other buttons visible include 'Add Folder', 'Copy Report', 'Download Pdf', and 'Mailing Labels'.

- The members listed chose a check payment method and was approved by the county office. These payments are locked in. The county needs to follow the invoicing instructions steps 1 - 5 and send in a county or club check. [Download Instructions Here](#)

Enrollment District	Enrollment County	Member Id	Family Email	Name: Last, First	Enrollment Role	Member Participation Status	Enrollment Date Created
08	Eastland				Club Member	Payment Due	10/19/2022
08	Eastland				Club Member	Payment Due	09/26/2022
08	Eastland				Club Member	Payment Due	09/26/2022
08	Eastland				Club Member	Payment Due	09/10/2022
08	Eastland				Club Member	Payment Due	09/10/2022

## COPY AND EDIT SHARED CUSTOM REPORT

- Click the Custom Reports link in the navigational pane on the left side of the screen.
- Click the right arrow beside the State Office folder.
- Click on the report called STATE SHARED-Youth Enrollment | Checks - INVOICE STEP 1-5 NEEDED.
- Click the Copy Report button on the right side of the screen.



The screenshot shows the 'Report Explorer' interface with the 'STATE SHARED-Youth Enrollment | Checks - INVOICE STEP 1 2 and 3 NEEDED' report selected. The 'Copy Report' button is highlighted with a red box. Other buttons visible include 'Add Folder', 'Download Excel', 'Download Pdf', and 'Mailing Labels'.

- After the screen refreshes there will be a folder with the copied report listed in it. (click to refresh if needed)
- Click the report called STATE SHARED-Youth Enrollment | Checks - INVOICE STEP 1-5 NEEDED in the SHARED REPORTS folder.
- Click the Edit Report button on the right side of the screen to enter the report to make changes.



The screenshot shows the 'SHARED REPORTS' folder containing a copy of the report: 'STATE SHARED-Youth Enrollment | Checks - INVOICE STEP 1 2 and 3 NEEDED (Copy)'. The 'Edit Report' button is highlighted with a red box. Other buttons visible include 'Add Folder'.

**ANY EXTRA 4H ONLINE REPORT COLUMNS ADDED TO THE REPORT COULD DISPLAY INCORRECT DATA OR DUPLICATE ROWS**

The members of Texas A&M AgriLife will provide equal opportunities in programs and activities, education, and employment to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity and will strive to achieve full and equal employment opportunity throughout Texas A&M AgriLife.

## CUSTOM REPORT DETAILS

Report Columns
Edit

<b>Participation</b>	Enrollment District
<b>Participation</b>	Enrollment County
<b>Member</b>	Member Id
<b>Member</b>	Family Email
<b>Member</b>	Name: Last, First
<b>Participation</b>	Enrollment Role
<b>Participation</b>	Member Participation Status
<b>Participation</b>	Enrollment Date Created

Custom Filters
Edit

Member Program Year Status is equal to Requirements Not Met

**AND**

Payment Method Type is null

**AND**

Paid Amount is equal to 0.00

**AND**

Invoice Status is equal to Paid

Standard Filters
Edit

<b>Include All Years</b>	No
<b>Enrollment Roles</b>	Club Member
<b>Participation Statuses</b>	
<b>Enrollment Start Date</b>	
<b>Enrollment End Date</b>	
<b>Member Flagged</b>	No
<b>4-H Age</b>	
<b>School Grade</b>	
<b>Family Counties</b>	
<b>Enrollment Counties</b>	
<b>Clubs</b>	
<b>Projects</b>	

Column Sorting
Edit

<b>Enrollment District</b>	Ascending
<b>Enrollment County</b>	Ascending
<b>Name: Last, First</b>	Ascending