

TEXAS 4HONLINE COUNTY MANAGER GUIDE ENROLLMENT PAYMENTS SHARED CUSTOM REPORT CHECK PAYMENT DUE - INVOICE STEPS 2-5 OR 3-5



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.

Events Group Enrollment	Report Explorer		
Activities Awards	2 🗅 State Office		
Groups Clubs	-	Label: Reports	🗈 Add Folder
Screenings	Key: Your report folders Propert folders containing reports shared with you		Add Report
Trainings	 Your reports, that only you can see Your reports, which you have shared with others 		Edit Folder
Bills Funding	Reports which others have shared with you		🗇 Delete Folder
Payments Custom Reports			

Click on the report called STATE SHARED-Youth Enrollment | Checks - INVOICE STEP 2-5. (Volunteer report available too) Click the Download Excel button on the right side of the screen.

Enrollments Events Group Enrollment	Report Explorer		
Activities Awards Groups Clubs	SHARED REPORTS	Name: STATE SHARED Youth Enrollment Checks - INVOICE STEP 2 OR 3 NEEDED Description: Invoice Step 2 or 3 Needed - https://texas4-h.tamu.edu/wp-content	Add Folder
Screenings Trainings		/uploads/4honline_manager_guide_county_invoice_enrolIment.pdf Category: Member Program Year	Copy Report
Bills Funding Payments	STATE SHARED-Youth Enrollment Checks - INVOICE STEP 2 OR 3 NEEDED STATE SHARED: Enrollment - Consent Release - All The state st	Hierarchy	Download Pdf
Custom Reports	STATE SHARED: Enrollment - Consent Release - Code of Conduct STATE SHARED: Enrollment - Consent Release - Photo - Filter Consent Status		Amiling 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. <u>Download Instructions Here</u>

Enrollment D	District 💌 Enrollment County	🕶 Member Id 💌 Family Email	💌 Name: Last, First	💌 Enrollment Role 🔽	Member Participation Status	Invoice Amount 💌
12	Hidalgo	640351		Club Member	Payment Not Received By Institution	\$25.00
12	Hidalgo	744858		Club Member	Payment Not Received By Institution	\$25.00
12	Hidalgo	666019		Club Member	Payment Not Received By Institution	\$25.00

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.

employment opportunity throughout Texas A&M AgriLife.

- Click on the report called STATE SHARED-Youth Enrollment | Checks INVOICE STEP 2-5 OR 3-5 NEEDED in the SHARED REPORTS folder.
- Click the Copy Report button on the right side of the screen.

Events Group Enrollment	Report Explorer		
Activities Awards	V 🖻 State Office		
Groups Clubs	22-23 SHARED: Enrollment - MEMBER PAYMENT DUE	Name: STATE SHARED-Youth Enrollment Checks - INVOICE STEP 2 OR 3 NEEDED Description: Invoice Step 2 or 3 Needed - https://texas4-h.tamu.edu/wp-content	🗈 Add Folder
Screenings	STATE SHARED-Youth Enrollment CC Declined STATE SHARED-Youth Enrollment Checks - INVOICE STEP 1 2 and 3 NEEDED	/uploads/4honline_manager_guide_county_invoice_enrollment.pdf Category: Member	Copy Report
Trainings	STATE SHARED Youth Enrollment Checks - INVOICE STEP 2 OR 3 NEEDED	Program Year	Download Excel
Bills	STATE SHARED: Enrollment - Consent Release - All	·	
Funding Payments	STATE SHARED: Enrollment - Consent Release - Code of Conduct	Hierarchy	Download Pdf
	STATE SHARED: Enrollment - Consent Release - Photo - Filter Consent Status	· · · · · · · · · · · · · · · · · · ·	🖹 Mailing Labels
Custom Reports	3 STATE SHARED: Enrollment - Cross County Membership-Sort and Filter		
	STATE SHARED: Enrollment - Last Year Active - Target Last Year - Eiter Last Active Year		

• After the screen refreshes there will be a new folder with the copied report listed in it. (click to refresh if needed)

- Click the report called STATE SHARED-Youth Enrollment | Checks INVOICE STEP 2 OR 3 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.

\sim	SHARED REPORTS		
	STATE SHARED-Youth Enrollment Checks - INVOICE STEP 2 OR 3 NEEDED (Copy)	2 OR 3 NEEDED (Copy) Name: STATE SHARED-Youth Enrollment Checks - INVOICE STEP 2 OR 3 NEEDED (Copy)	
		Description: Invoice Step 2 or 3 Needed - https://texas4-h.tamu.edu/wp-content	
		/uploads/4honline_manager_guide_county_invoice_enrollment.pdf Category: Member	2 Edit Report
	ANY EXTRA 4HONLINE REPORT COLUMNS ADDED TO THE R	EPORT COULD DISPLAY INCORRECT DATA OR	DUPLICATE ROWS
	e members of Texas A&M AgriLife will provide equal opportunities in programs , religion, national origin, age, disability, genetic information, veteran status, se		



TEXAS 4HONLINE COUNTY MANAGER GUIDE ENROLLMENT PAYMENTS SHARED CUSTOM REPORT CHECK PAYMENT DUE - INVOICE STEPS 2-5 OR 3-5



CUSTOM REPORT DETAILS

6	Enrollment District
Participation	Enrollment District
Participation	Enrollment County
Member	Member Id
Member	Family Email
Member	Name: Last, First
Participation	Enrollment Role
Participation	Member Participation Status
Payment	Invoice Amount
_	
Custom Filters	Edit

Standard Filters	Edit	
Include All Years	No	
Enrollment Roles	Club Member	
Participation Statuses	PaymentNotReceivedByInstitution	
Enrollment Start Date		
Enrollment End Date		
Member Flagged	No	
4-H Age		
School Grade		
Family Counties		
Enrollment Counties		
Clubs		
Projects		
Column Sorting Edit		
Enrollment District	Ascending	
Enrollment County	Ascending	
Name: Last, First	Ascending	

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.