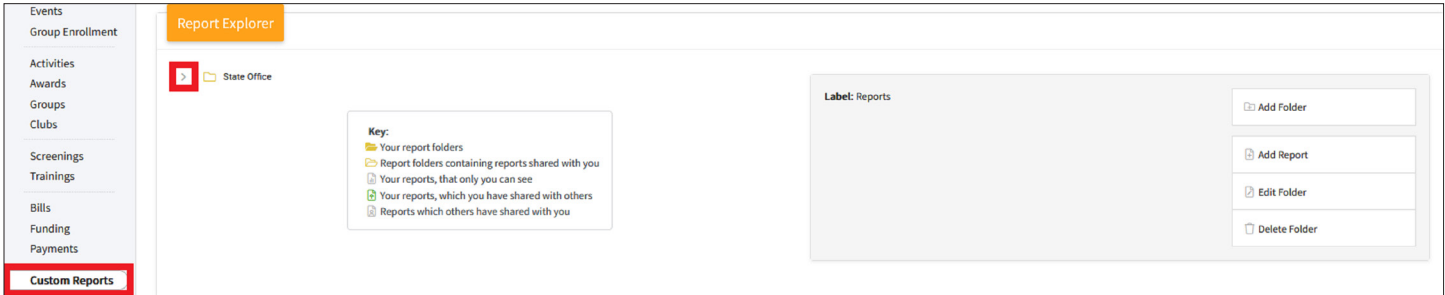
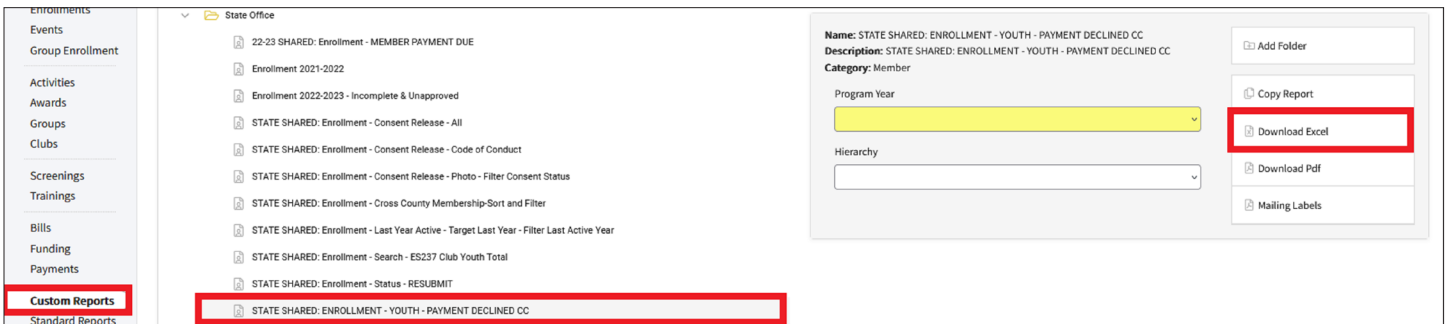


## DOWNLOAD SHARED CUSTOM REPORT

- 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.



- Click on the report called STATE SHARED: ENROLLMENT - YOUTH - PAYMENT DECLINED CC (Volunteer report available too)
- Click the Download Excel button on the right side of the screen.

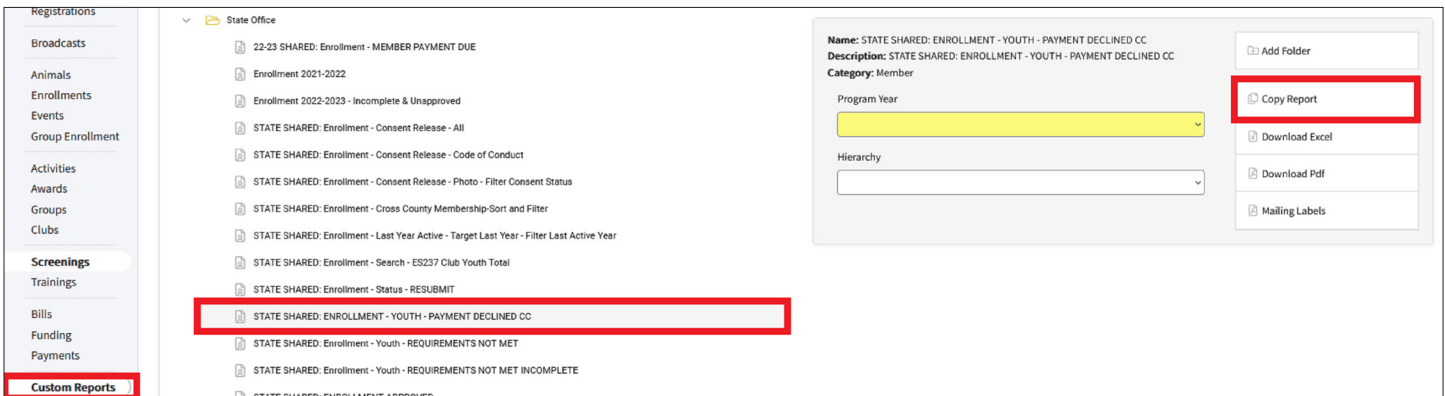


- The members listed in the Excel file will need to resubmit the payment logged in as themselves. [Download Instructions Here](#)

	A	B	C	D	E	F	G	H
	Member Id	Family Email	Enrollment Role	Name: Last, First	Enrollment County	Member Participation Status	Payment Status	Outstanding Amount
2	670162		Club Member		Atascosa	Payment Due	Declined	\$30.00
3	582569		Club Member		Cameron	Payment Due	Declined	\$25.00

## OPTIONAL - 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 to open it if it's not already opened.
- Click on the report called STATE SHARED: Enrollment Payment - CC Declined
- Click the Copy Report button on the right side of the screen.



- After the screen refreshes there will be a folder with the copied report listed in it.
- Click the report called STATE SHARED: Enrollment Payment - CC Declined in the SHARED REPORTS folder.
- Click the Edit Report button on the right side of the screen to enter the report to make changes.



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

## CUSTOM REPORT DETAILS

Report Columns
Edit

<b>Member</b>	Member Id
<b>Member</b>	Family Email
<b>Participation</b>	Enrollment Role
<b>Member</b>	Name: Last, First
<b>Participation</b>	Enrollment County
<b>Participation</b>	Member Participation Status
<b>Payment</b>	Payment Status
<b>Payment</b>	Outstanding Amount

Custom Filters
Edit

Outstanding Amount is **between** 25, 30

**AND**

Payment Status is **equal to** Declined

Standard Filters
Edit

<b>Include All Years</b>	No
<b>Enrollment Roles</b>	Club Member
<b>Participation Statuses</b>	PaymentDue
<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 County</b>	Ascending
<b>Name: Last, First</b>	Ascending