

### QUICK VIEW OF ALL TRANSACTIONS WITH DECLINED CREDIT CARDS

- Click the Payments link in the navigation panel on the left side of the screen.
- Click the Clear filters link in the search area.
- Click to change the Status field to show only Declined.
- Click the dropdown menu to show the correct Program Year. The current year is the default when filters are cleared.
- Click the blue Search button.
- Click the Download Excel button. Find the file location based on your device settings and open the Excel file for filtering.

Payment Search

Keywords(s) (Program Age, Birthdate, Email, Address, First Name, Last Name, Preferred Name, Primary Phone)

Search [Clear Filters]

Counties [Clubs] [Events]

Start Date [End Date] [Invoice Number] [Payment Number] [Status: Declined X]

Program Year: 2022-2023

Download Excel [Customize]

Displaying results 1 - 100 of 143

- Click to filter the OutstandingAmount column to remove the zero and click OK.

MemberId	PaymentNumber	PaymentTransactionDate	EnrollmentCounty	LastName	FirstName	Source	PaymentAmount	PaymentStatus	OutstandingAmount
1		10/31/2022 11:05:43 PM				2022 D7 Livestock Judging	20		20
2		10/28/2022 8:58:03 AM				2022 D7 Livestock Judging	20		20
3		10/27/2022 3:48:13 PM				2022 D7 Livestock Judging	20		20
4		10/26/2022 4:05:50 PM				2022 D7 Livestock Judging	20		20
5		10/26/2022 3:57:56 PM				2022 D7 Livestock Judging	20		20
6		10/26/2022 9:46:50 AM				2022 D7 Livestock Judging	20		20
7		10/26/2022 9:42:03 AM				2022 D7 Livestock Judging	20		20
8		10/26/2022 12:20:15 PM				2022 D7 Livestock Judging	20		20
9		10/26/2022 9:22:42 AM				2022 D7 Livestock Judging	20		20
10		10/26/2022 12:23:37 PM				2022 D7 Livestock Judging	20		20
11		10/26/2022 10:38:43 AM				2022 D7 Livestock Judging	20		20
12		10/31/2022 7:00:00 PM				2022 D7 Livestock Judging	20		20
13		10/31/2022 7:00:00 PM				2022 D7 Livestock Judging	20		20
14		9/26/2022 12:19:26 PM				2022 Texas 4-H Rabbit Extravaganza	40		40
15							60		60

- Click to filter the PaymentStatus column to remove all payment statuses except Declined and click OK.

MemberId	PaymentNumber	PaymentTransactionDate	EnrollmentCounty	LastName	FirstName	Source	PaymentAmount	PaymentStatus	OutstandingAmount
1		10/31/2022 11:05:43 PM				2022 D7 Livestock Judging	20		20
2		10/28/2022 8:58:03 AM				2022 D7 Livestock Judging	20		20
3		10/27/2022 3:48:13 PM				2022 D7 Livestock Judging	20		20
4		10/26/2022 4:05:50 PM				2022 D7 Livestock Judging	20		20
5		10/26/2022 3:57:56 PM				2022 D7 Livestock Judging	20		20
6		10/26/2022 9:46:50 AM				2022 D7 Livestock Judging	20		20
7		10/26/2022 9:42:03 AM				2022 D7 Livestock Judging	20		20
8		10/26/2022 12:20:15 PM				2022 D7 Livestock Judging	20		20
9		10/26/2022 9:22:42 AM				2022 D7 Livestock Judging	20		20
10		10/26/2022 12:23:37 PM				2022 D7 Livestock Judging	20		20
11		10/26/2022 10:38:43 AM				2022 D7 Livestock Judging	20		20
12		10/31/2022 7:00:00 PM				2022 D7 Livestock Judging	20		20
13		10/31/2022 7:00:00 PM				2022 D7 Livestock Judging	20		20
14		9/26/2022 12:19:26 PM				2022 Texas 4-H Rabbit Extravaganza	40		40
15							60		60

- Click to filter the Source column to just the current year Enrollment Fees and click OK.

MemberId	PaymentNumber	PaymentTransactionDate	EnrollmentCounty	LastName	FirstName	Source	PaymentAmount	PaymentStatus	OutstandingAmount
3	761236	201920				2022-2023 Enrollment Fee	25	Declined	25
21	489126	201864				2022-2023 Enrollment Fee	25	Declined	25
22	536964	201860				2022 D12 4-H Archery Match Mod600 & 3-D (Benav	30	Declined	30
28	745295	201844				2022-2023 Enrollment Fee	30	Declined	30
52	718948	201733				2022-2023 Enrollment Fee	30	Declined	30
61	657537	201642				2022-2023 Enrollment Fee	10	Declined	10
63	769838	201577				2022-2023 Enrollment Fee	30	Declined	30
73	611301	201451				2022-2023 Enrollment Fee	30	Declined	30
92	432253	201381				2022-2023 Enrollment Fee	30	Declined	30
96	769425	201375				2022-2023 Enrollment Fee	30	Declined	30
99	643393	201338				2022-2023 Enrollment Fee	30	Declined	30
109	174642	201264				D1 4-H Winter Social	5	Declined	5
110	493222	201263				D1 4-H Winter Social	5	Declined	5
111	743115	201257				D1 4-H Winter Social	5	Declined	5
112	724948	201241				2022-2023 Enrollment Fee	30	Declined	30

- The results left in the spreadsheet will be credit card transactions that were declined and still have a balance due. A member will be listed multiple times if they have made multiple attempts on credit cards. For this reason it's recommended to create a custom report using minimal fields.

### INSTRUCTIONS AVAILABLE

The family is able to try to resubmit their payment again by using these instructions: [Enrollment](#) | [Events](#) | [Animals](#) | [Screen Tips](#)  
 The county office is able to change the payment to a county check instead: [Enrollment](#) | [Events](#) | [Screen Tips](#)

**BETWEEN MAY 2021 - OCTOBER 2021 SOME MAY NOT REPORT ACCURATE TRANSACTIONS. ISSUE REPORTED STATE-WIDE IN 2021**

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.