

It is recommended way to pull the event payment status all in one place is using the event reports. The report instructions provided will eliminate duplication of member rows. There are a few exceptions in the payment method column that might pull in extra record rows.

- Click the blue Edit button in the areas to add columns and filters.

Report Columns

Filter

Registration	Registration State
Registration	Registration Id
Member	County Name
Member	Name-Last_First
Payment	Invoice Amount
Payment	Payment Method Type

Custom Filters

Filter

Registration Status is equal to Declined, Deleted, Incomplete, Resubmit, Awaiting Review

1 Registration State

Sort A to Z

Sort Z to A

Sort by Color

Sheet View

Clear Filter From "Registration State"

Filter by Color

Text Filters

Search

☒ Available

☒ Declined

☒ Incomplete

☒ OutstandingInvoice

☒ PaymentNotReceivedByInstitution

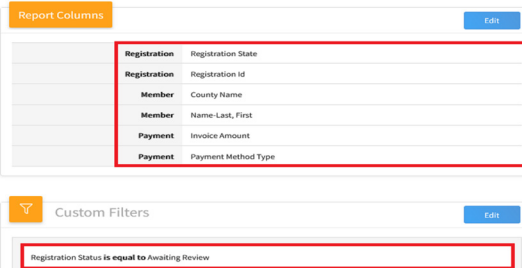
OK Cancel

Invoice Amount	Payment Method Type
\$60.00	NonElectronic
\$25.00	NonElectronic
\$50.00	MasterCard
\$25.00	NonElectronic
\$25.00	NonElectronic
\$25.00	NonElectronic
\$25.00	MasterCard
\$25.00	NonElectronic
\$25.00	NonElectronic
\$25.00	NonElectronic
\$20.00	NonElectronic
\$10.00	NonElectronic
\$25.00	NonElectronic
\$25.00	VISA
\$10.00	MasterCard
\$25.00	MasterCard
\$35.00	MasterCard
\$75.00	MasterCard
\$25.00	VISA
\$75.00	MasterCard

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.

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PENDING REGISTRATION AND PAYMENTS

4HONLINE REPORT COLUMNS	4HONLINE CUSTOM FILTERS	SCREENSHOT
Registration: Registration State Registration: Registration Id Member: County Name Member: Name-Last, First Payment: Invoice Amount Payment: Payment Method Type	Registration STATUS is not equal to: <ul style="list-style-type: none"> Awaiting Review 	

EXCEL FILTER

SCREENSHOT

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.

	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						

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

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 NOTHING THAT CAN BE DONE TO FIX ISSUES