

TOP RECOMMENDED WAY TO GET EVENT PAYMENT INFORMATION

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.

CREATE AN EVENT REPORT

- Click the Events link on the navigational pane.
- Search and click the name of the event from the events list.

- Click the Reports sub-tab along the top of the screen.
- Click the Add Folder button on the right side of the screen.
- Click the name of the folder created in the previous step.
- Click the Add Report button on the right side of the screen.

- Enter a report title and other information.
- Click the blue Update button to create the report.

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

4HONLINE COLUMNS AND FILTERS

REPORT COLUMNS

Registration: Registration **STATE** (status)
Registration: Registration Id
Member: County Name
Member: Name-Last, First
Payment: Invoice Amount
Payment: Payment Method Type

CUSTOM FILTERS

Registration **STATUS** is not equal to:

- Declined (not a payment status)
- Deleted
- Incomplete
- Resubmit
- Awaiting Review

SCREENSHOT

EXPORT THE EXCEL FILE FROM THE SYSTEM

EXCEL FILTER

Filter the **REGISTRATION STATE** to:

• OUTSTANDING INVOICE

The family's credit card was declined or the county did not fully complete the [invoice steps](#) in order to send in the money. Checking the individual's [member profile](#) invoice will give the payment status of that person's event.

• PAYMENT NOT RECEIVED BY INSTITUTION

The county has completely created an invoice but the state office has not received the invoice and matching check.

SCREENSHOT

Registration State	Invoice Amount	Payment Method Type
iderson	\$60.00	NonElectronic
iderson	\$25.00	NonElectronic
iderson	\$50.00	MasterCard
iderson	\$25.00	NonElectronic
iderson	\$25.00	NonElectronic
iderson	\$25.00	NonElectronic
iderson	\$25.00	MasterCard
iderson	\$25.00	NonElectronic
iderson	\$25.00	NonElectronic
idrews	\$25.00	NonElectronic
idrews	\$20.00	NonElectronic
idrews	\$10.00	NonElectronic
idrews	\$25.00	NonElectronic
idrews	\$25.00	NonElectronic
igelina	\$25.00	VISA
igelina	\$10.00	MasterCard
igelina	\$25.00	MasterCard
igelina	\$35.00	MasterCard
igelina	\$75.00	MasterCard
igelina	\$25.00	VISA
igelina	\$75.00	MasterCard

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

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.

REGISTRATION APPROVED BUT PENDING PAYMENT

4HONLINE REPORT COLUMNS

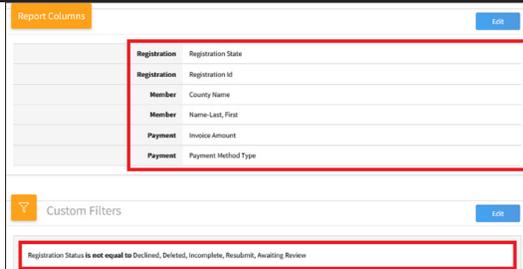
Registration: Registration **State**
 Registration: Registration Id
 Member: County Name
 Member: Name-Last, First
Payment: Invoice Amount
 Payment: Payment Method Type

4HONLINE CUSTOM FILTERS

Registration **STATUS** is not equal to:

- Declined (not a payment status)
- Deleted
- Incomplete
- Resubmit
- Awaiting Review

SCREENSHOT



EXCEL FILTER

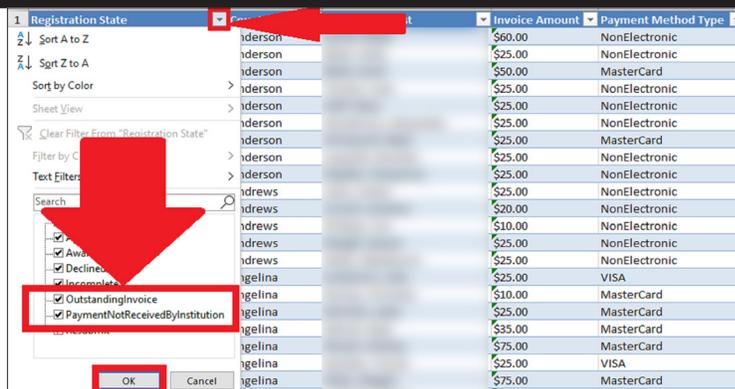
Filter the **REGISTRATION STATE** to:

• OUTSTANDING INVOICE

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• PAYMENT NOT RECEIVED BY INSTITUTION

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SCREENSHOT

REGISTRATION APPROVED AND PAID

4HONLINE REPORT COLUMNS

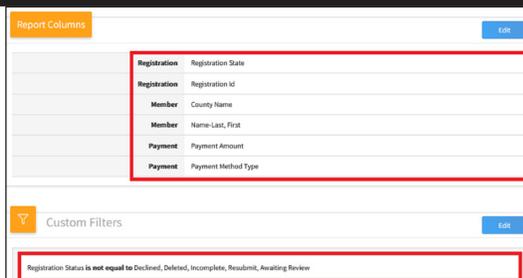
Registration: Registration **State**
 Registration: Registration Id
 Member: County Name
 Member: Name-Last, First
Payment: Payment Amount
 Payment: Payment Method Type

4HONLINE CUSTOM FILTERS

Registration **STATUS** is not equal to:

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- Deleted
- Incomplete
- Resubmit
- Awaiting Review

SCREENSHOT

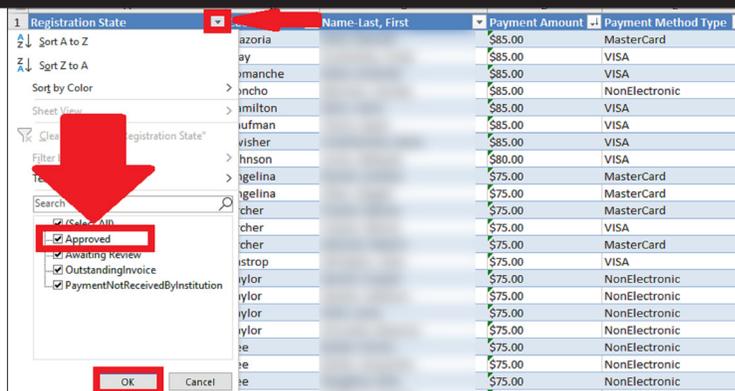


EXCEL FILTER

Filter the Registration **STATE** to:

- Approved

Note: If there is an entry that shows **Approved** at the final level 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 if the registration state is approved.

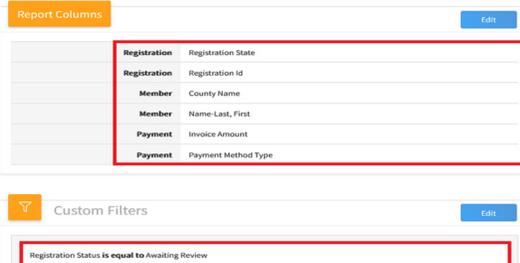


SCREENSHOT

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

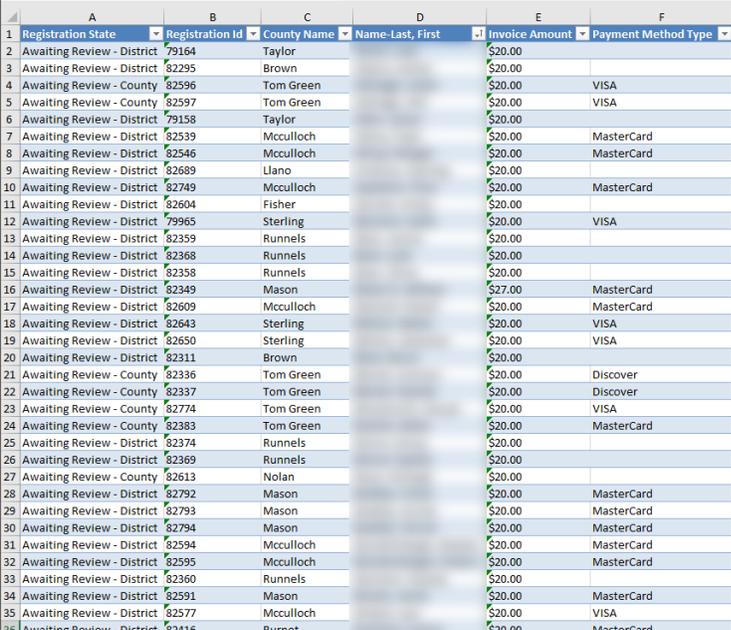
BETWEEN MAY 2021 - OCTOBER 2021 SOME MAY NOT REPORT ACCURATE TRANSACTIONS. ISSUE REPORTED STATE-WIDE IN 2021

PENDING REGISTRATION AND PAYMENTS

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

EXCEL FILTER

SCREENSHOT

<p>Filter the Registration STATE to: (should not have to do this)</p> <ul style="list-style-type: none"> Awaiting Review: <ul style="list-style-type: none"> County: The county needs to approve the registration. District: The district needs to approve the registration. Institution: The state needs to approved registration. <p>Notes:</p> <ul style="list-style-type: none"> Payment Method Type: <ul style="list-style-type: none"> » 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. <p>Exceptions:</p> <ul style="list-style-type: none"> 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. 	
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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