TEXAS 4HONLINE COUNTY MANAGER GUIDE
EVENT PAYMENTS - CUSTOM REPORTS
DECLINED CREDIT CARDS

texas.4honline.com
4-H Online
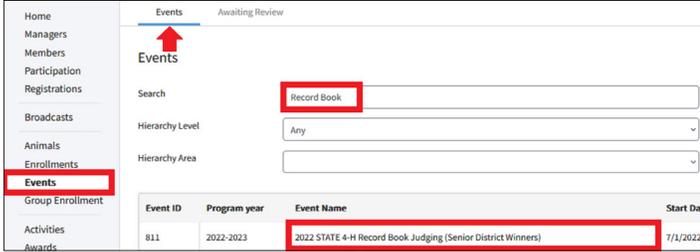4-H ENROLLMENT AND EVENT REGISTRATION

TEXAS A&M
AGRILIFE
EXTENSION

RECOMMENDED WAY TO GET EVENT PAYMENT INFORMATION
TIP: CREATE THE EVENT REPORT RIGHT AFTER THE EVENT OPENS

CREATE AN EVENT REPORT

- Click the Events link on the navigational pane.
- 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 the name of the report. Enter a name that will allow you to easily find it so it can be pulled periodically.
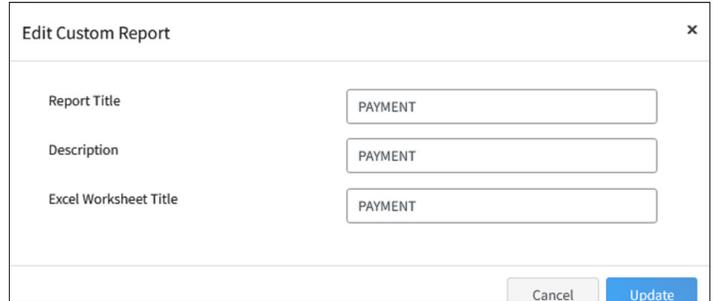
- Click the blue Edit button in each of the areas to add columns and filters.

COLUMNS AND FILTERS

4HONLINE REPORT COLUMNS	4HONLINE CUSTOM FILTERS	SCREENSHOT
Registration: Registration **STATE** (status)	Registration **STATUS** is not equal to:	
Registration: Registration Id	• Declined (not a payment status)	
Member: County Name	• Deleted	
Member: Name-Last, First	• Incomplete	
Payment: Invoice Amount	• Resubmit	
Payment: Payment Method Type	• Awaiting Review	
Optional: Family Email Address		
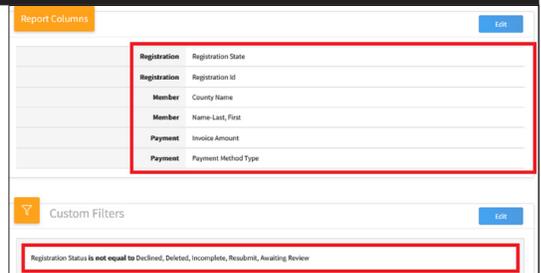
EXPORT THE EXCEL FILE FROM THE SYSTEM

EXCEL FILTER	SCREENSHOT
Filter the Registration **STATE** to **OUTSTANDING INVOICE.**	

Filter the Payment Method Type to remove blanks.
There are a few exceptions that might make this report not accurate. One thing is that if the member changed the payment type from declined credit card to a 4H check instead. Checking the member's profile under the invoicing section for the event would be the best way to check it.
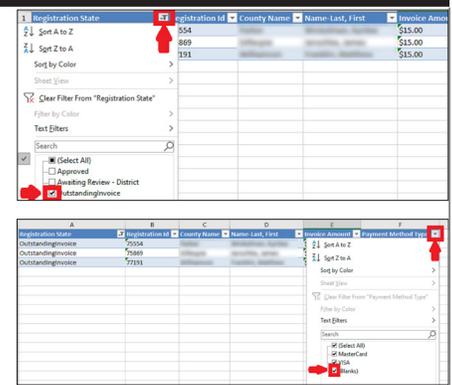
The family is able to try to resubmit their payment again by using these instructions: Enrollment | Events | Animals | Screen Tips
The county office is able to change the payment to a county check instead: Enrollment | Events | Screen Tips

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