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4-H ENROLLMENT AND EVENT REGISTRATION

TEXAS A&M AgriLife EXTENSION

CREDIT CARDS AND COUNTY CHECKS

EVENT NAVIGATION

CUSTOM REPORTS

PAYMENT DUE - CHECK NOT RECEIVED AND DECLINED CREDIT CARD

The 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.

DOWNLOAD INSTRUCTIONS   INSTRUCTIONS FOR: COUNTY, DISTRICT AND STATE MANAGERS

CREDIT CARDS

EVENT NAVIGATION

CUSTOM REPORTS

PAYMENT DUE - DECLINED CREDIT CARD

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.

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MAIN NAVIGATION

PAYMENTS LINK

PAYMENT DUE - DECLINED CREDIT CARD WITH DUPLICATIONS

Exporting the result from the payment link screen into excel can provide a quick list of those members who had a declined credit card with a balance due still. A member will be listed in a row for each time they made an attempt for a declined event payment. This is why duplications appear.

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COUNTY CHECKS

EVENT NAVIGATION

CUSTOM REPORTS

PAYMENT DUE - CHECK NOT RECEIVED - INVOICE 1-5 STEPS NEEDED

The instructions in this area will show how to pull a report of those county checks that are due still. The members listed in this report have had no county invoice steps done. Step 1 is used for the county office to track payments from families and the remaining steps will show how to create the invoice, prepare, print and mail the payments. The report instructions will eliminate duplication of member rows. There are a few exceptions in the payment method column that might pull in extra record rows.

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EVENT NAVIGATION

CUSTOM REPORTS

PAYMENT DUE - CHECK NOT RECEIVED - INVOICE 2-5 OR 3-5 STEPS NEEDED

The instructions in this area will show how to pull a report of those county checks that are due still. The members listed in this report have had 1 county invoice steps done. The remaining steps will show how to create the invoice, prepare, print and mail the payments. The report instructions will eliminate duplication of member rows. There are a few exceptions in the payment method column that might pull in extra record rows.

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