



CREDIT CARDS AND COUNTY CHECKS

EVENT	PAYMENT DUE - CHECK NOT RECEIVED AND DECLINED CREDIT CARD	
NAVIGATION	The recommended way to pull the event payment status all in one place is using the event reports. The report	
CUSTOM	method column that might pull in extra record rows.	
REPORTS	DOWNLOAD INSTRUCTIONS INSTRUCTIONS FOR: COUNTY, DISTRICT AND STATE MANAGERS	

CREDIT CARDS

EVENT	PAYMENT DUE - DECLINED CREDIT CARD	
NAVIGATION	The report instructions provided will eliminate duplication of member rows. There are a few exceptions in the	
CUSTOM	payment method column that might pull in extra record rows.	
REPORTS	DOWNLOAD INSTRUCTIONS INSTRUCTIONS FOR: COUNTY, DISTRICT AND STATE MANAGERS	

MAIN	PAYMENT DUE - DECLINED CREDIT CARD WITH DUPLICATIONS
NAVIGATION	Exporting the result from the payment link screen into excel can provide a quick list of those
PAYMENTS	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.
LINK	DOWNLOAD INSTRUCTIONS INSTRUCTIONS FOR: COUNTY, DISTRICT AND STATE MANAGERS

COUNTY CHECKS

EVENT	PAYMENT DUE - CHECK NOT RECEIVED - INVOICE 1-5 STEPS NEEDED
NAVIGATION	The instructions in this area will show how to pull a report of those county checks that are due still.
CUSTOM REPORTS	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	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
CUSTOM REPORTS	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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