

### 2022-2023 QUICK VIEW INSTRUCTIONS - CUSTOM REPORTS ARE RECOMMENDED

- Click the Payments link in the navigation panel on the left side of the screen.
- Click to clear the filters link in the search area.
- Change the Status field to show only Declined.
- Click the dropdown menu to show the Program Year 2022-2023 (or after). The current year is the default when filters are cleared.
- Click the blue Search button.
- Click the Download Excel button.

Payment #	Date	County	Last Name	First Name	Source	Amount	Method	Status	Balance
191297	11/1/2022				2022-2023	\$25.00	VISA	Paid	

- Open the downloaded file in Excel.
- Click to filter the OutstandingAmount column to remove the zero and click OK.

MemberID	PaymentNumber	PaymentTransactionDate	EnrollmentCounty	LastName	FirstName	Source	PaymentAmount	PaymentStatus	OutstandingAmount
1		10/31/2022 11:05:43 PM				2022 D7 Livestock Judging	20		20
2		10/28/2022 8:58:03 AM				2022 D7 Livestock Judging	20		20
3		10/27/2022 3:48:13 PM				2022 D7 Livestock Judging	20		20
4		10/26/2022 4:05:50 PM				2022 D7 Livestock Judging	20		20
5		10/26/2022 3:57:56 PM				2022 D7 Livestock Judging	20		20
6		10/26/2022 9:46:50 AM				2022 D7 Livestock Judging	20		20
7		10/26/2022 9:42:03 AM				2022 D7 Livestock Judging	20		20
8		10/26/2022 12:20:15 PM				2022 D7 Livestock Judging	20		20
9		10/26/2022 9:22:42 AM				2022 D7 Livestock Judging	20		20
10		10/26/2022 12:23:37 PM				2022 D7 Livestock Judging	20		20
11		10/26/2022 10:38:43 AM				2022 D7 Livestock Judging	20		20
12		10/31/2022 7:00:00 PM				2022 D7 Livestock Judging	20		20
13		10/31/2022 7:00:00 PM				2022 D7 Livestock Judging	20		20
14		9/26/2022 12:19:26 PM				2022 Texas 4-H Rabbit Extravaganza	40		40
15		9/15/2022 8:42:54 PM				2022 Texas 4-H Rabbit Extravaganza	30		30
16		9/15/2022 8:38:43 PM				2022 Texas 4-H Rabbit Extravaganza	60		60
17		9/19/2022 2:29:28 PM				2022 Texas 4-H Rabbit Extravaganza	40		40
18		9/15/2022 6:45:45 PM				2022 Texas 4-H Rabbit Extravaganza	25		25
19		9/15/2022 6:23:16 PM				2022 Texas 4-H Rabbit Extravaganza	60		60
20		10/3/2022 6:32:41 PM				2022 Texas 4-H Rabbit Extravaganza	30		30
21		10/3/2022 10:45:38 AM				2022 Texas 4-H STEM Ambassador Fall Meeting (selected members only)	200		200
22		9/29/2022 3:19:08 PM				2022 Texas 4-H STEM Ambassador Fall Meeting (selected members only)	200		200

- Click to filter the PaymentStatus column to remove all payment statuses except Declined and click OK.

MemberID	PaymentNumber	PaymentTransactionDate	EnrollmentCounty	LastName	FirstName	Source	PaymentAmount	PaymentStatus	OutstandingAmount
1		10/31/2022 11:05:43 PM				2022 D7 Livestock Judging	20	Declined	20
2		10/28/2022 8:58:03 AM				2022 D7 Livestock Judging	20	Declined	20
3		10/27/2022 3:48:13 PM				2022 D7 Livestock Judging	20	Declined	20
4		10/26/2022 4:05:50 PM				2022 D7 Livestock Judging	20	Declined	20
5		10/26/2022 3:57:56 PM				2022 D7 Livestock Judging	20	Declined	20
6		10/26/2022 9:46:50 AM				2022 D7 Livestock Judging	20	Declined	20
7		10/26/2022 9:42:03 AM				2022 D7 Livestock Judging	20	Declined	20
8		10/26/2022 12:20:15 PM				2022 D7 Livestock Judging	20	Declined	20
9		10/26/2022 9:22:42 AM				2022 D7 Livestock Judging	20	Declined	20
10		10/26/2022 12:23:37 PM				2022 D7 Livestock Judging	20	Declined	20
11		10/26/2022 10:38:43 AM				2022 D7 Livestock Judging	20	Declined	20
12		10/31/2022 7:00:00 PM				2022 D7 Livestock Judging	20	Declined	20
13		10/31/2022 7:00:00 PM				2022 D7 Livestock Judging	20	Declined	20
14		9/26/2022 12:19:26 PM				2022 Texas 4-H Rabbit Extravaganza	40	Declined	40
15		9/15/2022 8:42:54 PM				2022 Texas 4-H Rabbit Extravaganza	30	Declined	30
16		9/15/2022 8:38:43 PM				2022 Texas 4-H Rabbit Extravaganza	60	Declined	60
17		9/19/2022 2:29:28 PM				2022 Texas 4-H Rabbit Extravaganza	40	Declined	40
18		9/15/2022 6:45:45 PM				2022 Texas 4-H Rabbit Extravaganza	25	Declined	25
19		9/15/2022 6:23:16 PM				2022 Texas 4-H Rabbit Extravaganza	60	Declined	60
20		10/3/2022 6:32:41 PM				2022 Texas 4-H Rabbit Extravaganza	30	Declined	30
21		10/3/2022 10:45:38 AM				2022 Texas 4-H STEM Ambassador Fall Meeting (selected members only)	200	Declined	200
22		9/29/2022 3:19:08 PM				2022 Texas 4-H STEM Ambassador Fall Meeting (selected members only)	200	Declined	200

- The results left in the spreadsheet will be credit card transactions that were declined and still have a balance due.

### FAMILY INSTRUCTIONS AVAILABLE

The family is able to try to resubmit their payment again by using these instructions: [Enrollment](#) | [Events](#) | [Animals](#) | [Screen Tips](#)

### FILTER THE RESULTS TO A DISTRICT OR COUNTY LEVEL

To narrow down the results in the Excel file you can change the hierarchy to a district or county level instead.

