

# TEXAS 4HONLINE STATE/DISTRICT MANAGER GUIDE PAYMENT SCREEN DECLINED CREDIT CARDS WITH BALANCE DUE



### 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.

Home Managers Members	Payment Search												
Participation Registrations	Keyword(s) Program Age, Birthduss, Email, Address, Frist Name, Last Name, Primary Phone												
Broadcasts	Counties				Clubs				Events		C Search		
Enrollments													
Events	Start Date		End Date		Invoice Number		Payment Number		Status				
Activities		<ul> <li>Image: A set of the set of the</li></ul>		i i					Declined ×				
Awards Groups Clubs	Program Year 2022-2023			Ý									
Screenings Trainings													
Funding Payments	Download Excel	Customize									Displaying results 1 - :	100 of 143 < >	
Custom Reports	Payment #	Date	County	Last Name		First Name	Source		Amount	Method	Status	Balance	
Standard Reports	191297	11/1/2022	1			-	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.

	A B C	D E	F	G	н	I. J.		K	L	м	N
1 Mer	mberident 💌 PaymentNumber 💌 PaymentTransactionDate 💌	EnrollmentCounty 💌 LastName	💌 💌 FirstName 💌	Source	📲 PaymentAmount 💌	PaymentStatus 💌 OutstandingAm	noun 💌				
2	10/31/2022 11:05:43 PM			2022 D7 Livestock Judging	20	A Sort A to Z					
3	10/28/2022 8:58:03 AM			2022 D7 Livestock Judging	20	Z Sort Z to A	- ብ				
4	10/27/2022 3:48:13 PM			2022 D7 Livestock Judging	20		-				
5	10/26/2022 4:05:50 PM			2022 D7 Livestock Judging	20	Sort by Color	>				
6	10/26/2022 3:57:56 PM			2022 D7 Livestock Judging	20	Sheet View	>				
7	10/26/2022 9:46:50 AM			2022 D7 Livestock Judging	20						
8	10/26/2022 9:42:03 AM			2022 D7 Livestock Judging	20	Clear Filter From "OutstandingAm	ount"				
9	10/26/2022 12:20:15 PM			2022 D7 Livestock Judging	20	Filter by Color	>				
10	10/26/2022 9:22:42 AM			2022 D7 Livestock Judging	20	Text Filters	>				
11	10/26/2022 12:23:37 PM			2022 D7 Livestock Judging	20	Search	~				
12	10/26/2022 10:38:43 AM			2022 D7 Livestock Judging	20		2				
13	10/31/2022 7:00:00 PM			2022 D7 Livestock Judging	20	(Select All)					
14	10/31/2022 7:00:00 PM			2022 D7 Livestock Judging	20						
15	9/26/2022 12:19:26 PM			2022 Texas 4-H Rabbit Extravaganza	40	25					
16	9/15/2022 8:42:54 PM			2022 Texas 4-H Rabbit Extravaganza	30						
17	9/15/2022 8:38:43 PM			2022 Texas 4-H Rabbit Extravaganza	60						
18	9/19/2022 2:29:28 PM			2022 Texas 4-H Rabbit Extravaganza	40						
19	9/15/2022 6:45:45 PM			2022 Texas 4-H Rabbit Extravaganza	25						
20	9/15/2022 6:23:16 PM			2022 Texas 4-H Rabbit Extravaganza	60						
21	9/15/2022 6:32:41 PM			2022 Texas 4-H Rabbit Extravaganza	30						
22	10/3/2022 10:45:38 AM			2022 Texas 4-H STEM Ambassador Fall Meeting (selected members only)	200	OK C	ancel				
23	9/29/2022 3:19:08 PM	in the second		2022 Texas 4-H STEM Ambassador Fall Meeting (selected members only)	200						

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

A B C	D E	F	G	H I	J	К	L	м	N
1 Memberldent 💌 PaymentNumber 💌 PaymentTransactionDate	EnrollmentCounty LastName			🚽 PaymentAmount 💌 PaymentSta	itu 🔽 DutstandingAmount 💌				
2 10/31/2022 11:05:43 PM			7 Livestock Judging	2↓ Sort A to Z					
3 10/28/2022 8:58:03 AM			7 Livestock Judging	A Sort Z to A	0				
4 10/27/2022 3:48:13 PM		2022 E	7 Livestock Judging		0				
5 10/26/2022 4:05:50 PM		2022 E	7 Livestock Judging	Sort by Color	> 0				
6 10/26/2022 3:57:56 PM		2022 E	7 Livestock Judging	Sheet View	> 0				
7 10/26/2022 9:46:50 AM		2022 0	7 Livestock Judging		0				
8 10/26/2022 9:42:03 AM		2022 0	7 Livestock Judging	🛛 🔀 Clear Filter From "PaymentStatus"	0				
9 10/26/2022 12:20:15 PM		2022 0	7 Livestock Judging	Filter by Color	> 0				
10 10/26/2022 9:22:42 AM		2022 0	7 Livestock Judging	Text Eilters	> 0				
11 10/26/2022 12:23:37 PM		2022 0	7 Livestock Judging	Search	0				
12 10/26/2022 10:38:43 AM		2022 0	7 Livestock Judging		26				
13 10/31/2022 7:00:00 PM		2022 0	7 Livestock Judging	(Select All)	0				
14 10/31/2022 7:00:00 PM		2022 0	7 Livestock Judging	- Declined	6				
15 9/26/2022 12:19:26 PM		2022 T	exas 4-H Rabbit Extravaganza	Paid	0				
16 9/15/2022 8:42:54 PM		2022 T	exas 4-H Rabbit Extravaganza		0				
17 9/15/2022 8:38:43 PM		2022 T	exas 4-H Rabbit Extravaganza		0				
18 9/19/2022 2:29:28 PM		2022 T	exas 4-H Rabbit Extravaganza		0				
19 9/15/2022 6:45:45 PM		2022 T	exas 4-H Rabbit Extravaganza		25				
20 9/15/2022 6:23:16 PM		2022 T	exas 4-H Rabbit Extravaganza		0				
21 9/15/2022 6:32:41 PM		2022 T	exas 4-H Rabbit Extravaganza		0				
22 10/3/2022 10:45:38 AM		2022 T	exas 4-H STEM Ambassador Fall Meeting (selected members only	OK Car	cel 0				

• 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 hiearchy to a district or county level instead.

Online Texas 4-H Youth Program

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