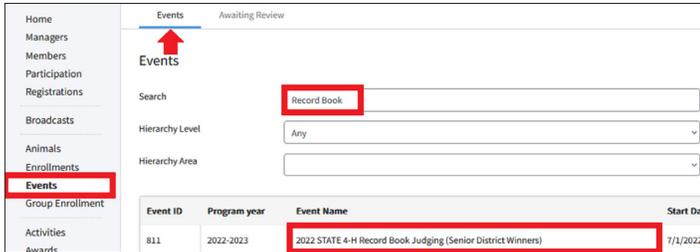


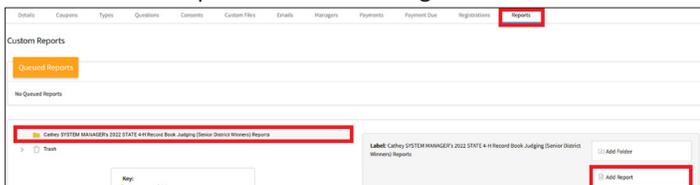
### RECOMMENDED WAY TO GET EVENT PAYMENT INFORMATION TIP: CREATE THE EVENT REPORT RIGHT AFTER CREATING THE EVENT

#### CREATE AN EVENT REPORT

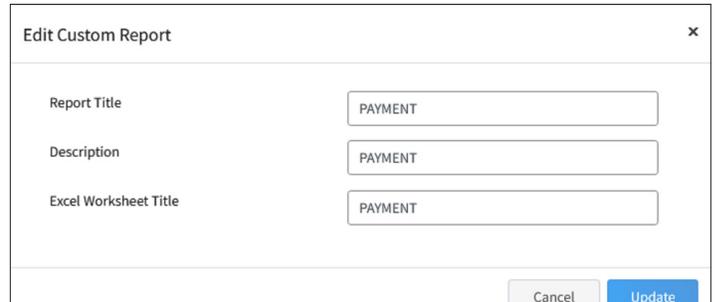
- Click the Events link on the navigational pane.
- Click the name of the event from the Events list.



- 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

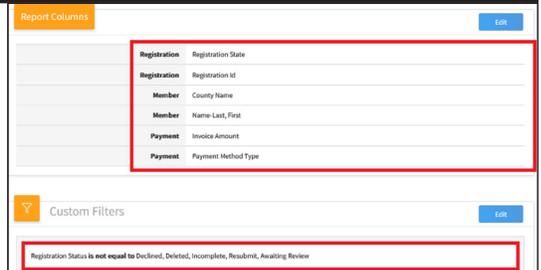
Registration: Registration **STATE** (status)  
 Registration: Registration Id  
 Member: County Name  
 Member: Name-Last, First  
**Payment: Invoice Amount**  
 Payment: Payment Method Type  
 Optional: Family Email Address

##### 4HONLINE CUSTOM FILTERS

Registration **STATUS** is not equal to:

- Declined (not a payment status)
- Deleted
- Incomplete
- Resubmit
- Awaiting Review

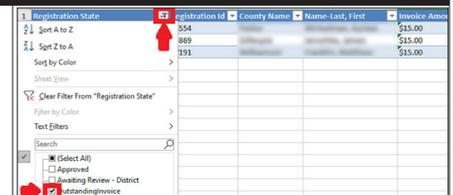
##### SCREENSHOT



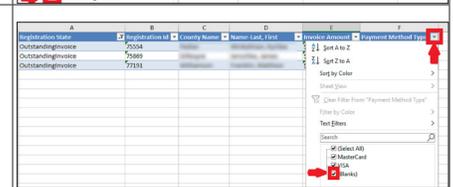
#### EXPORT THE EXCEL FILE FROM THE SYSTEM

##### EXCEL FILTER

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.



##### SCREENSHOT

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**