

QUICK VIEW OF ALL TRANSACTIONS WITH DECLINED CREDIT CARDS

- Click the Payments link in the navigation panel on the left side of the screen.
- Click the Clear filters link in the search area.
- Click to change the Status field to show only Declined.
- Click the dropdown menu to show the correct Program Year. The current year is the default when filters are cleared.
- Click the blue Search button.
- Click the Download Excel button. Find the file location based on your device settings and open the Excel file for filtering.

- 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		
2		10/28/2022 8:58:03 AM				2022 D7 Livestock Judging	20		
3		10/27/2022 3:48:13 PM				2022 D7 Livestock Judging	20		
4		10/26/2022 4:05:50 PM				2022 D7 Livestock Judging	20		
5		10/26/2022 3:57:56 PM				2022 D7 Livestock Judging	20		
6		10/26/2022 9:46:50 AM				2022 D7 Livestock Judging	20		
7		10/26/2022 9:42:03 AM				2022 D7 Livestock Judging	20		
8		10/26/2022 12:20:15 PM				2022 D7 Livestock Judging	20		
9		10/26/2022 9:22:42 AM				2022 D7 Livestock Judging	20		
10		10/26/2022 12:23:37 PM				2022 D7 Livestock Judging	20		
11		10/26/2022 10:38:43 AM				2022 D7 Livestock Judging	20		
12		10/31/2022 7:00:00 PM				2022 D7 Livestock Judging	20		
13		10/31/2022 7:00:00 PM				2022 D7 Livestock Judging	20		
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	50		

- 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		
2		10/28/2022 8:58:03 AM				2022 D7 Livestock Judging	20		
3		10/27/2022 3:48:13 PM				2022 D7 Livestock Judging	20		
4		10/26/2022 4:05:50 PM				2022 D7 Livestock Judging	20		
5		10/26/2022 3:57:56 PM				2022 D7 Livestock Judging	20		
6		10/26/2022 9:46:50 AM				2022 D7 Livestock Judging	20		
7		10/26/2022 9:42:03 AM				2022 D7 Livestock Judging	20		
8		10/26/2022 12:20:15 PM				2022 D7 Livestock Judging	20		
9		10/26/2022 9:22:42 AM				2022 D7 Livestock Judging	20		
10		10/26/2022 12:23:37 PM				2022 D7 Livestock Judging	20		
11		10/26/2022 10:38:43 AM				2022 D7 Livestock Judging	20		
12		10/31/2022 7:00:00 PM				2022 D7 Livestock Judging	20		
13		10/31/2022 7:00:00 PM				2022 D7 Livestock Judging	20		
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	50		

- Click to filter the Source column to the Event Name(s) and click OK.

MemberId	PaymentNumber	PaymentTransactionDate	EnrollmentCounty	LastName	FirstName	Source	PaymentAmount	PaymentStatus	OutstandingAmount
81	155708	147529	8/5/2022 1:47:00 PM			2022 STATE 4-H Record Book Judging (Senior District Winners)	15	Declined	15
216	418491	146051	8/5/2022 3:46:39 PM			2022 STATE 4-H Record Book Judging (Senior District Winners)	15	Declined	15
7634									
7635									
7636									
7637									
7638									
7639									
7640									
7641									
7642									
7643									
7644									
7645									

- The results left in the spreadsheet will be credit card transactions that were declined and still have a balance due. A member will be listed multiple times if they have made multiple attempts on credit cards. For this reason it's recommended to create an event custom report using minimal fields.

INSTRUCTIONS AVAILABLE

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](#)

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