

TEXAS 4HONLINE COUNTY MANAGER GUIDE EVENT PAYMENTS - MAIN NAVIGATION PAYMENTS DECLINED CREDIT CARDS WITH BALANCE DUE



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.

Managers Members	Payment Search	
Participation Registrations	Keyword(s) Program Aga, Birthdate, Email, Address, Frest Name, Last Name, Preferred Name, Primary Phone	Q Search Clear Filters
Animals	Counties Clubs	Events
Activities Awards	Start Date End Date Invoice Number Payment Number	Status Declined X
Groups Clubs Screenings	Program Year 2022-2023 ~	
Trainings Funding Payments	Download Excel Customize	Displaying results 1 - 100 of 143

• Click to filter the OutstandingAmount column to remove the zero and click OK.

1	A	В	С	D	E	F	G	н	1	J	ĸ	L	M	N
1	Memberident 💌	PaymentNumber	PaymentTransactionDate	EnrollmentCounty 💌	LastName	🗾 💌 FirstName	Source	🚽 PaymentAmount 🖪	PaymentStatus 💌	OutstandingAmoun				
2			10/31/2022 11:05:43 PM				2022 D7 Livestock Judging	20	2↓ Sort A to Z					
3			10/28/2022 8:58:03 AM				2022 D7 Livestock Judging	20	ZI Sant Zha A					
4			10/27/2022 3:48:13 PM				2022 D7 Livestock Judging	20	AU SOULTON					
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	γ _× ⊆lear Filter From	"OutstandingAmount"				
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 Eilters	>				
11			10/26/2022 12:23:37 PM				2022 D7 Livestock Judging	20		~				
12			10/26/2022 10:38:43 AM				2022 D7 Livestock Judging	20	Search	Q				
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	10					
16			0/15/2022 0:42:54 044				2022 Toyor 4 U Pobbit Extravaganza	50	- 20		(

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

	А	В	С	D	E	F	G	н	T.	J	к	L	м	N
1 M	emberldent	 PaymentNumber 	💌 PaymentTransactionDate 💌	EnrollmentCounty 💌	LastName	▼ FirstName	 Source 	PaymentAmoun	: 💌 PaymentStat	u 🔽 DutstandingAmount 💌	-			
2			10/31/2022 11:05:43 PM				2022 D7 Livestock Judging	2 Sort A to Z		7.0				
3			10/28/2022 8:58:03 AM				2022 D7 Livestock Judging	Z1 C++ Z++ A						
4			10/27/2022 3:48:13 PM				2022 D7 Livestock Judging	AU SOIT 2 TO A		0				
5			10/26/2022 4:05:50 PM				2022 D7 Livestock Judging	Sort by Color		> 6				
6			10/26/2022 3:57:56 PM				2022 D7 Livestock Judging	Sheet View		> 0				
7			10/26/2022 9:46:50 AM				2022 D7 Livestock Judging			0				
8			10/26/2022 9:42:03 AM				2022 D7 Livestock Judging	12 Clear Filter From	"PaymentStatus"	0				
9			10/26/2022 12:20:15 PM				2022 D7 Livestock Judging	Filter by Color		> 0				
10			10/26/2022 9:22:42 AM				2022 D7 Livestock Judging	Text Filters		> 0				
11			10/26/2022 12:23:37 PM				2022 D7 Livestock Judging			0				
12			10/26/2022 10:38:43 AM				2022 D7 Livestock Judging	Search		26				
13			10/31/2022 7:00:00 PM				2022 D7 Livestock Judging	(Select All)		0				
14			10/31/2022 7:00:00 PM				2022 D7 Livestock Judging	- Declined		0				
15			9/26/2022 12:19:26 PM				2022 Texas 4-H Rabbit Extravaganza	Paid		0				

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

	A	В	С	D	E	F	G		Н	1	J
1	Memberident 💌	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)	A Sort A to Z	15	Declined	15
216	418491	146051	8/5/2022 3:46:39 PM				2022 STATE 4-H Record Book Judging (Senior District Winners)	Z Sort Z to A	5	Declined	15
7634	1							AC OSTELON			
7635	5							Sort by Color >			
7636	5							Sheet View >	-		
7637	7								-		
7638	3							∑ <u>Clear Filter From "Source"</u>			
7639	9							Filter by Color >			
7640)							Text Eilters >			
7641	L							2022 CTATE ALL D			
7643	2							2022 STATE 4-H Record Book Judging (S X			
7643	8							✓ (Select All Search Results)			
7644	1							Add current selection to filter			
764								2022 STATE 4-H Record Book Judgin	1		

• 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: <u>Enrollment | Events | Animals | Screen Tips</u> The county office is able to change the payment to a county check instead: <u>Enrollment | Events | Screen Tips</u>

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.