

TEXAS 4HONLINE STATE/DISTRICT MANAGER GUIDE EVENT PAYMENTS - CUSTOM REPORTS DECLINED CREDIT CARDS



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.

Home	Events	Awaiting Revie	w	
Managers Members Participation	Events			
Registrations	Search		Record Book	
Broadcasts	Hierarchy Level		Any	~
Animals Enrollments	Hierarchy Area			~
Events				
Group Enrollment	Event ID	Program year	Event Name	Start Dat
Activities Awards	811	2022-2023	2022 STATE 4-H Record Book Judging (Senior District Winners)	7/1/2022

• Click the Reports sub-tab along the top of the screen.

employment opportunity throughout Texas A&M AgriLife.

- 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.

	Details	Coupors	Types	Questions	Consents	Custom Files	Emails	Managers	Payments	Payment Due	Registrations	Reports			
c	Custom Reports														
	Queued R	eports													
	No Queued Rep	orts													
_															
	💼 Cathey SYSTEM MANAGER's 2022 STATE 4H Record Book Judging (Smice Duricit Wivees) Reports														
Ľ	> 🗇 Tra	a							Label: Catho Winners) Rep	ey SYSTEM MANAGER's ports	2022 STATE 4-H Rec	and Book Judging	(Senior District	C Add Folder	
			Ke	ry: Your report folders										Add Report	

• Enter the name of the report. Enter a name that will allow you to easily find it so it can be pulled periodically.

Edit Custom Report		×
Report Title	PAYMENT	
Description	PAYMENT	
Excel Worksheet Title	PAYMENT	
	Cancel	Update

• Click the blue Edit button in each of the areas to add columns and filters.

COLUMNS AND FILTERS					
4HONLINE REPORT COLUMNS	4HONLINE CUSTOM FILTERS	SCREENSHOT			
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	Registration STATUS is not equal to: • Declined (not a payment status) • Deleted • Incomplete • Resubmit • Awaiting Review	Registration Registration<			
EXPORT THE EXCEL FILE FROM THE SYSTEM					
EXCE	L FILTER	SCREENSHOT			
Filter the Registration STATE to OUISIANI	DING INVOICE.	\$ ↓ Sprit Zr A \$ 554 \$ 554 \$ 554 \$ 554 \$ 554 \$ 554 \$ 555 \$			
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.					
The family is able to try to resubmit their payment again by using these instructions: <u>Enrollment</u> <u>Events</u> <u>Animals</u> <u>Screen Tips</u> The county office is able to change the payment to a county check instead: <u>Enrollment</u> <u>Events</u> <u>Screen Tips</u>					
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					
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					