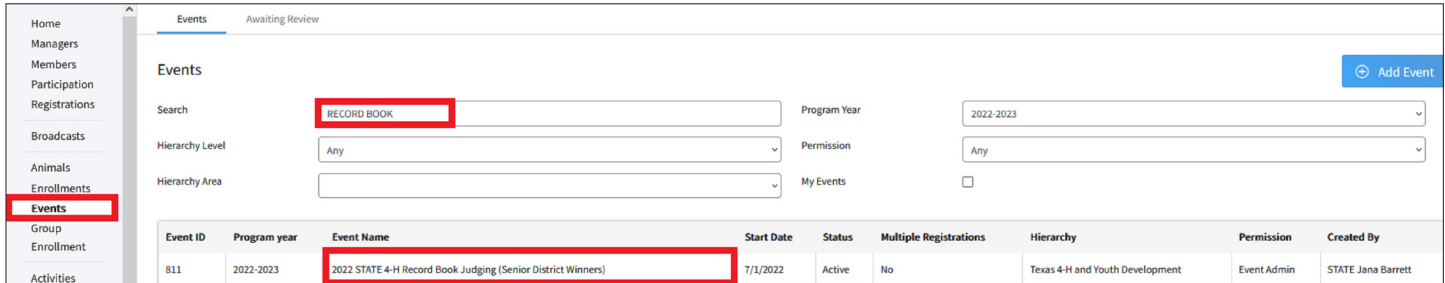
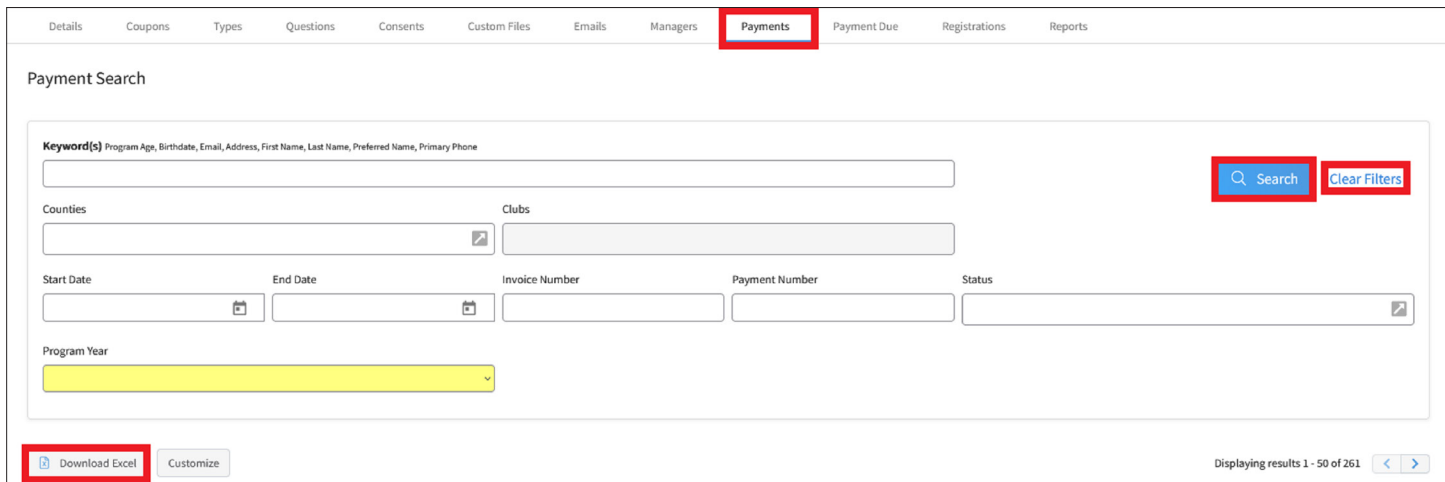


ONLY REPORTS CREDIT CARD TRANSACTIONS ACCURATELY

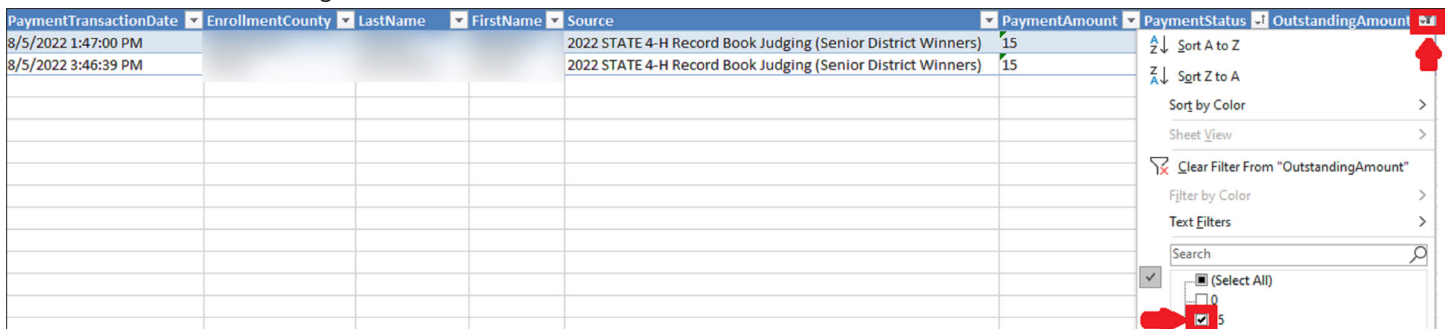
- Click the Events link on the navigational pane.
- Search and click the name of the event from the events list.



- Click the Payments sub-tab along the top of the screen.
- Click the Clear Filters link in the search area.
- Click the blue Search button.
- Click the Download Excel button. Find the file location on your device and open the Excel file for filtering.

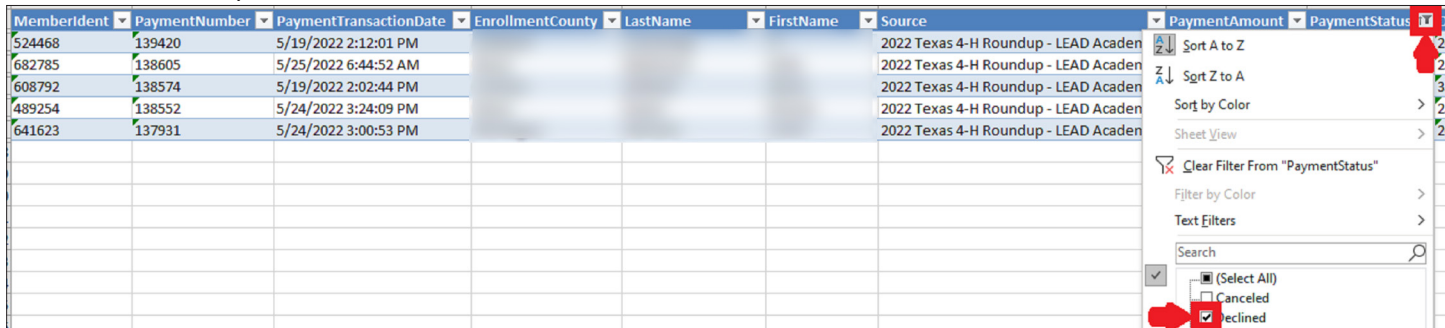


- Click to filter the OutstandingAmount column to remove Zero and click OK.



PaymentTransactionDate	EnrollmentCounty	LastName	FirstName	Source	PaymentAmount	PaymentStatus	OutstandingAmount
8/5/2022 1:47:00 PM				2022 STATE 4-H Record Book Judging (Senior District Winners)	15		
8/5/2022 3:46:39 PM				2022 STATE 4-H Record Book Judging (Senior District Winners)	15		

- Click to filter the PaymentStatus column to Declined and click OK.



MemberIdent	PaymentNumber	PaymentTransactionDate	EnrollmentCounty	LastName	FirstName	Source	PaymentAmount	PaymentStatus
524468	139420	5/19/2022 2:12:01 PM				2022 Texas 4-H Roundup - LEAD Acaden		
682785	138605	5/25/2022 6:44:52 AM				2022 Texas 4-H Roundup - LEAD Acaden		
608792	138574	5/19/2022 2:02:44 PM				2022 Texas 4-H Roundup - LEAD Acaden		
489254	138552	5/24/2022 3:24:09 PM				2022 Texas 4-H Roundup - LEAD Acaden		
641623	137931	5/24/2022 3:00:53 PM				2022 Texas 4-H Roundup - LEAD Acaden		

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