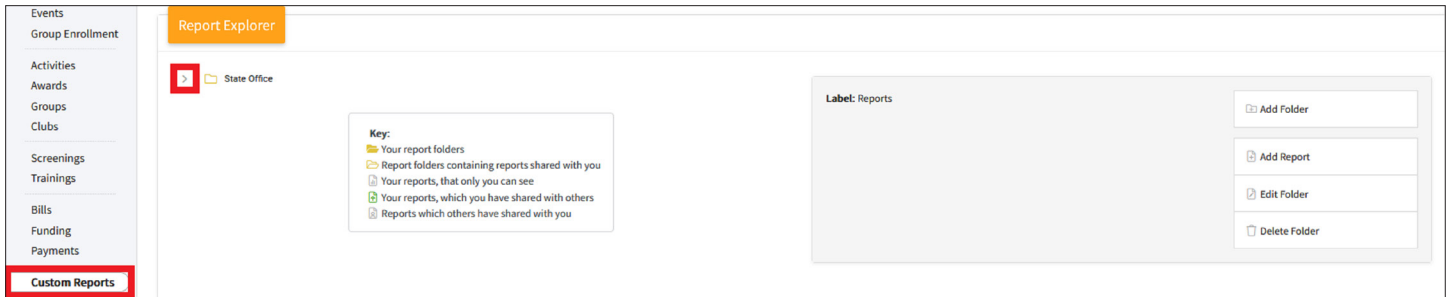
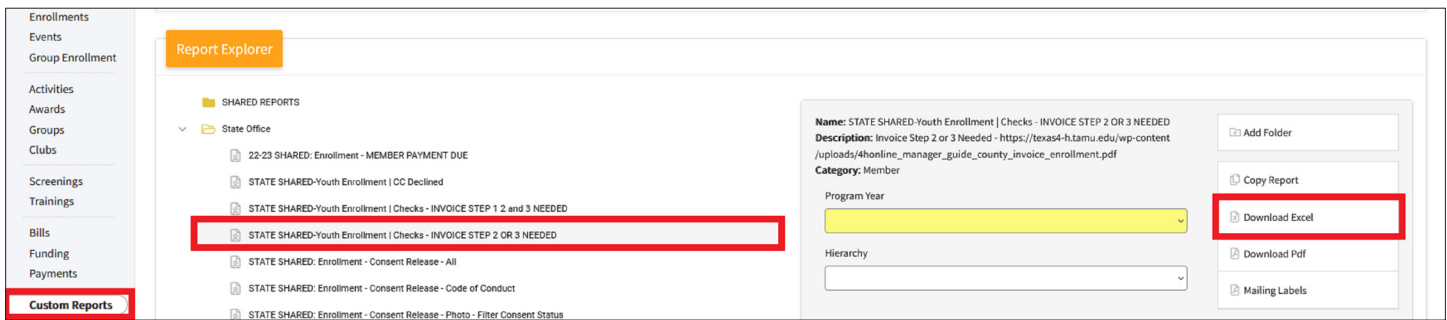


DOWNLOAD SHARED CUSTOM REPORT

- Click the Custom Reports link in the navigational pane on the left side of the screen.
- Click the right arrow beside the State Office folder to open it if it's not already opened.



- Click on the report called STATE SHARED-Youth Enrollment | Checks - INVOICE STEP 2-5. (Volunteer report available too)
- Click the Download Excel button on the right side of the screen.

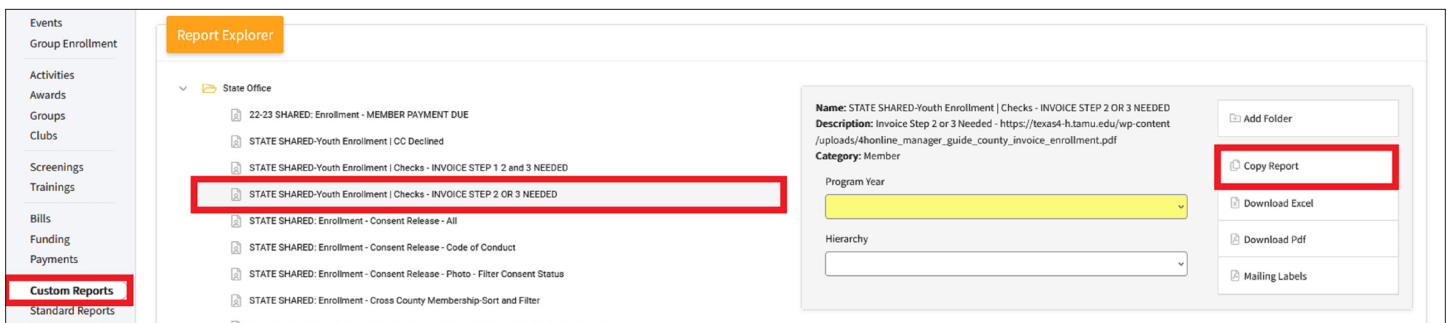


- The members listed chose a check payment method and was approved by the county office. These payments are locked in. The county needs to follow the invoicing instructions steps 1-5 and send in a county or club check. [Download Instructions Here](#)

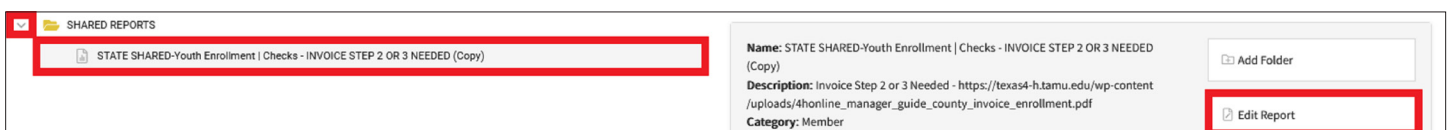
Enrollment District	Enrollment County	Member Id	Family Email	Name: Last, First	Enrollment Role	Member Participation Status	Invoice Amount
12	Hidalgo	640351			Club Member	Payment Not Received By Institution	\$25.00
12	Hidalgo	744858			Club Member	Payment Not Received By Institution	\$25.00
12	Hidalgo	666019			Club Member	Payment Not Received By Institution	\$25.00

COPY AND EDIT SHARED CUSTOM REPORT

- Click the Custom Reports link in the navigational pane on the left side of the screen.
- Click the right arrow beside the State Office folder.
- Click on the report called STATE SHARED-Youth Enrollment | Checks - INVOICE STEP 2-5 OR 3-5 NEEDED in the SHARED REPORTS folder.
- Click the Copy Report button on the right side of the screen.



- After the screen refreshes there will be a new folder with the copied report listed in it. (click to refresh if needed)
- Click the report called STATE SHARED-Youth Enrollment | Checks - INVOICE STEP 2 OR 3 NEEDED in the Shared Reports folder.
- Click the Edit Report button on the right side of the screen to enter the report to make changes.



ANY EXTRA 4HONLINE REPORT COLUMNS ADDED TO THE REPORT COULD DISPLAY INCORRECT DATA OR DUPLICATE ROWS

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.

CUSTOM REPORT DETAILS

Report Columns

[Edit](#)

Participation	Enrollment District
Participation	Enrollment County
Member	Member Id
Member	Family Email
Member	Name: Last, First
Participation	Enrollment Role
Participation	Member Participation Status
Payment	Invoice Amount

Custom Filters

[Edit](#)

Member Program Year Status is equal to Requirements Not Met

Standard Filters

[Edit](#)

Include All Years	No
Enrollment Roles	Club Member
Participation Statuses	PaymentNotReceivedByInstitution
Enrollment Start Date	
Enrollment End Date	
Member Flagged	No
4-H Age	
School Grade	
Family Counties	
Enrollment Counties	
Clubs	
Projects	

Column Sorting

[Edit](#)

Enrollment District	Ascending
Enrollment County	Ascending
Name: Last, First	Ascending