TEXAS 4HONLINE COUNTY MANAGER GUIDE
YOUTH ENROLLMENT PAYMENTS OVERVIEW

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4-H Online
4-H ENROLLMENT AND EVENT REGISTRATION

TEXAS A&M
AgriLife
EXTENSION

CREDIT CARDS

MAIN NAVIGATION	PAYMENT DUE - DECLINED CREDIT CARD
CUSTOM REPORTS	The report instructions in this area will show how to pull a report with all credit cards still due in one custom report. This report will eliminate duplication of member rows. There are a few exceptions in the payment method column that might pull in extra record rows for a member.
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MAIN NAVIGATION	PAYMENT DUE - ALL DECLINED CREDIT CARD WITH BALANCE DUE
PAYMENTS LINK	Exporting the result from the payment link screen into excel can provide a quick list of those members who had a declined credit card with a balance due still. A member will be listed in a row for each time they made an attempt for a declined enrollment payment.
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CHECKS

MAIN NAVIGATION	PAYMENT DUE - CHECK NOT RECEIVED - INVOICE STEPS 1 - 5 NEEDED
CUSTOM REPORTS	The instructions in this area will show how to pull a report of those county checks that are due still. The members listed in this report have had no county invoice steps done. Step 1 is used for the county office to track payments from families and the remaining steps will show how to create the invoice, prepare, print and mail the payments. The report instructions will eliminate duplication of member rows. There are a few exceptions in the payment method column that might pull in extra record rows.
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MAIN NAVIGATION	PAYMENT DUE - CHECK NOT RECEIVED - INVOICE STEPS 2-5 OR 3-5
CUSTOM REPORTS	The instructions in this area will show how to pull a report of those county checks that are due still. The members listed in this report have made it through county invoice step 1 only. The remaining steps will show how to create the invoice, prepare, print and mail the payments. The report instructions provided will eliminate duplication of member rows. There are a few exceptions in the payment method column that might pull in extra record rows.
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