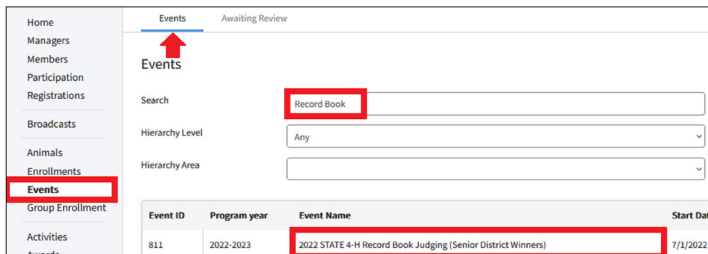


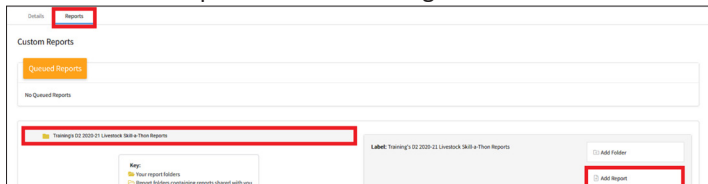
RECOMMENDED WAY TO GET EVENT PAYMENT INFORMATION TIP: CREATE THE EVENT REPORT RIGHT AFTER THE EVENT OPENS

CREATE AN EVENT REPORT

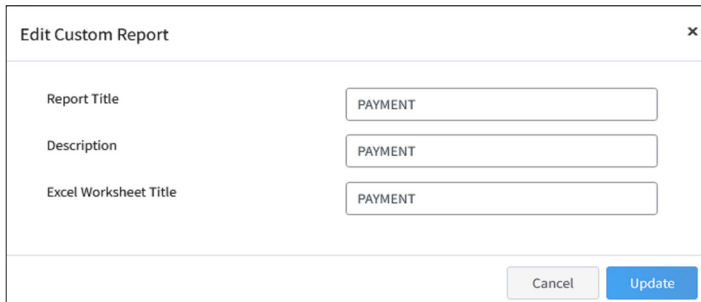
- Click the Events link on the navigational pane.
- Click the name of the event from the Events list.



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



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



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

COLUMNS AND FILTERS

4HONLINE REPORT COLUMNS

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

4HONLINE CUSTOM FILTERS

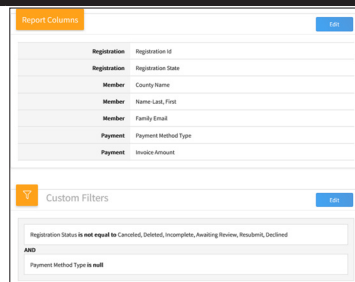
Registration **STATUS** is NOT equal to:

- Canceled
- Declined (is not a payment status)
- Deleted
- Incomplete
- Resubmit
- Awaiting Review

AND

- Payment Method Type is equal null

SCREENSHOT



EXPORT THE EXCEL FILE FROM THE SYSTEM

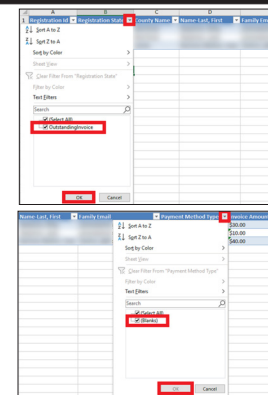
THE EXCEL FILE SHOULD BE FILTERED USING THE INFORMATION BELOW

Filter the Registration **STATE** to:
OUTSTANDING INVOICE

Filter the Payment Method Type to remove all credit card types.

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.

SCREENSHOT



The county office is able to create a county invoice using all 5 steps of the invoicing process: [Events](#)

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 employment opportunity throughout Texas A&M AgriLife.