

Background

There are some standard reports that came with 4-H Online that Wisconsin has no control over. These reports are in two main categories – ES237 and Financial.

ES237

The ES237 reports are named for a discontinued annual federal report. This report counted certain demographic information on the numbers of approved youth participants and adult volunteers in the program. The standard reports in this section can be used to give *estimates* for these counts.

Activity Count

The number of youth enrolled in each project area. This report includes the National Category for each project.

Ethnicity Count

The count of youth by ethnicity and by race.

Participation Count

The count of youth by delivery mode. Youth enrolled in multiple clubs are counted multiple times.

Volunteer Count

The count of volunteers, both adult and youth. The youth count is based on those that selected a volunteer role when selecting a club or project.

Youth Count

The count of youth by grade, gender, and place of residence.

ES237 (All Reports)

A single file with all the above reports.

Validation – Errors Youth

An error checking report that can be run near year end to discover any youth that have enrollment errors that could cause problems with year-end reporting.

Validation – Unique Volunteers

A report where each volunteer (youth and adult) is listed once.

Validation – Unique Youth

A report where each active youth is listed once with their demographic data.

These reports all ignore any members in clubs with certain delivery methods, such as “Administrative/Organizational Unit” and “Not Connected With Youth Group” so the numbers will vary from other reports.

Financial

The financial reports are useful if you use the 4-H Online system for recording check payments for event registrations and if you accept credit card payments.

Check Payments

This report will list all the check payments you have received in the dates you specify. Run the report and enter the state and end dates then click the Download Excel button.

Check Payments Filters

Check Payments

Hierarchy *required*

County: Training

Program/Year *required*

2023-2024

Start Date

5/1/2024

End Date

5/31/2024

Download Excel

The excel report will have one line for each check payment you recorded.

Invoice	Credit	Received	Area	Area In	Hierarc	Hierarc	Last Na	First Na	Primar	Enrollm	Paid	Status	Notes	EventID
34917	15458	5/30/2024	Event	May Test	County	Training	Cat	Cleo	Training	Club Mem	6	Received	Check # 1508	2669

Credit Card Transactions

This report will list all the credit card transactions you have processed in the dates you specify. Run the report and enter the state and end dates then click the Download Excel button.

Credit Card Transactions Filters

Credit Card Transactions

Hierarchy *required*

County: Training

Program/Year *required*

2023-2024

Start Date

5/1/2024

End Date

5/31/2024

Download Excel

There will be one line for each transaction processed. In the example below, the processing fee is deducted from the amount collected.

Invoice	Payme	Transac	Transac	Transac	Funding D	Transac	Area	Area In	Hierarc	Hierarc	Last Na	First Na	Primar	Enrollment	Paid	Subme	Subme	Status	Card Br	EventID
32054	620	567	ch_3PDfo	5/6/2024	5/21/2024	Sale	Event	4-H ArtBE	Institutor	Wisconsin	Clover	Chris	Training	Club Member	60	3.15	56.85	Approved	MasterCar	2617
36730	621	568	ch_3PEZc	5/9/2024	5/28/2024	Sale	Event	NCRVS Sp	Institutor	Wisconsin	Goode	Johnnie B	Z-State	Participant	300	14.55	285.45	Approved	VISA	2627

This report lists items such as Transaction date (date card was charged) and Funding date (date money was sent to your bank), Event and member name, and the amount the family paid and the amount you received.

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