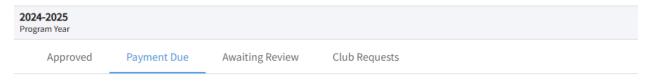## Background

When accepting cash, checks, or credit cards as payment for enrollment fees and event registrations, there are several places to find the reports and records.

Credit Cards

Credit cards are charged when the enrollment or event registration is approved. If the charge fails for any reason, the family will be automatically notified and given the chance to submit another card number, request the same card be retried, or switch to Pay by Check. The county is not notified of this happening. If the family chooses to switch to Pay by Check, they cannot switch back to credit card for that transaction.

Enrollment Fees

For Enrollment fees, go to Enrollments -> Payment Due. This will show all the members who have been approved but have not paid yet. Only check payments will show here. Credit Card payments will not show on this list because they are automatically paid when the enrollment is approved.

Click on any line to mark the payment received. You can adjust the amount of the payment, and the date received. There is also a spot for a Payment Note. It is recommended that the check number is entered here. This note is shown on reports later.

Event Registration Fees

To see the payment status in an event, go into your event and then click on **Payments**. The list will show all payments – both paid and unpaid.

To mark the payment received, go to **Payment Due** and click on the person you want to mark paid. Continue like Enrollment Fees above.

Payments

To see all payments pending and received for a program year, click on Payments in the County Menu.
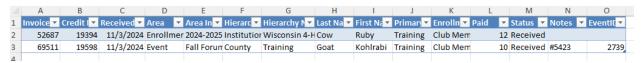
Search for the event by using the Events filter. While you cannot search for enrollment fee payments, these are the ones listed as "2024-2025" in the Source column in the results. You can download the results to excel and then sort by the Source column to see only the enrollment fee payments.

Standard Reports

There are two standard reports to help with tracking payments. With both reports, enter the start and end dates then click on Download Excel.

Check Payments

This report shows all check payments with helpful details.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Invoice	Credit I	Received	Area	Area In	Hierarc	Hierarchy N	Last Na	First Na	Priman	Enrolln	Paid	Status	Notes	EventIL
2	52687	19394	11/3/2024	Enrollmer	2024-2025	Institutior	Wisconsin 4-H	Cow	Ruby	Training	Club Mem	12	Received		
3	69511	19598	11/3/2024	Event	Fall Forun	County	Training	Goat	Kohlrabi	Training	Club Mem	10	Received	#5423	2739
4															

The report contains the date of the payment, whether it was for an event or enrollment, the event name, the member's name, the amount, and the information that was entered in the notes when the payment was recorded.

Credit Card Payments

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Invoice	Payme	Transac	Transac	Transac	Fundin	Transac	Area	Area In	Hierarc	Hierarc	Last Na	First Na	Priman	Enrolln	Paid	Subme	Subme	Status	Card Br	EventII
2	83428	2450	1396	ch_3R9qk/	4/3/2025		Sale	Event	Spring Pla	Institutior	Wisconsin	Cow	Ruby	Training	Club Mem	725	34.74	690.26	Approved	VISA	3790
3	86755	2577	1397	ch_3RABE	4/4/2025		Sale	Enrollmer	2024-2025	Institutior	Wisconsin	Goat	Kohlrabi	Training	Cloverbuc	3.45	0.45	3	Approved	MasterCar	

This report contains much of the same information as the check payments report except there is no Notes column and it has additional columns – Funding (date the funds were transferred to the county), Transaction type (sale/Refund), Paid (amount family paid), Submerchant fee (transaction fee), Submerchant Distribution (amount forwarded to county), Status (approved/denied), and Card Brand.

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