



4HPlus – Wisconsin Creating and Transmitting ES-237 Reports

Creating and Transmitting ES-237 Reports

The ES-237 Report should include all data about members, leaders, clubs, and projects, as well as all other youth programming in your county.

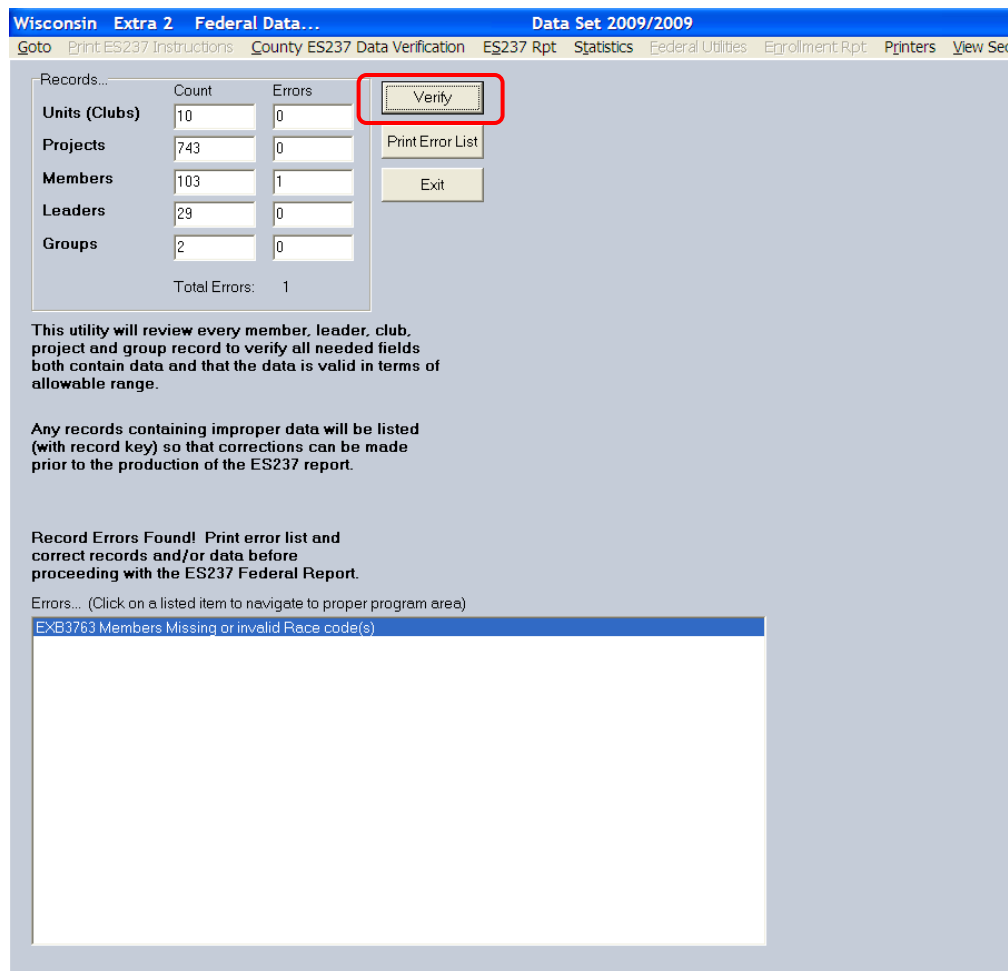
All youth group educational experiences conducted by UW-Extension staff members should be recorded in 4HPlus; either as a direct enrollment or group enrollment. Refer to the document “Group Enrollment” posted on the 4HPlus webpage under On-line Manual: <http://4h.uwex.edu/resources/mgt/4HPlusOn-lineManual.cfm>.

Before creating the ES-237 Report, it is important to verify the data to make sure there are no errors.

Follow these steps to verify the data

Goto>Federal>County ES237 Data Verification

Select Verify to identify invalid or missing information in the county data. A list of errors will appear in the box at the bottom of the screen as shown in the example below.



Read the error message and then select the error to navigate to the record and make the correction. Use the Return button (or Exit/Save/Return button) to return to the list of errors. Note that errors that have been fixed will remain on the list until it is refreshed by selecting the Verify button again. Continue to correct each error on the list. When finished, select Verify again to make sure there are no errors remaining.

After the data errors are corrected, select the ES237 Report menu at the top of the screen

- Select each of the five boxes below to verify the actions have been taken
- Select Include for County Groups
- Select Process ES237 or Process/Print ES237
- Select Continue

Wisconsin Extra 2 Federal Data... Data Set 2009/2009

Goto Print ES237 Instructions County ES237 Data Verification ES237 Rpt Statistics Federal Utilities Enrollment Rpt Printers View Sections State Level Rpt

SECTION	Completion Status
Youth Enrollment (1-9)	0%
School Grade (10)	0%
Residence (11)	0%
Program Source (12)	0%
Distribution of Youth - Intgrtd / Non Intgrtd (13.1)	0%
Racial Groups - Participants (13.2)	0%
Racial Groups - Adult Volunteers (14.1)	0%
Racial Groups - Youth Volunteers (14.2)	0%
Classification of 4-H Volunteer Service (15.1 / 15.2)	0%
Adult / Youth Volunteer Training (16)	0%
Curriculum Classification (17-18)	0%

Verify following actions...

- Member record active status set correctly (County level)
- Member projects current (County level)
- Leader record active status set correctly (County level)
- Groups data complete (County level)
- Clubs data current (County level)
- Project/CSREES Curriculum Classification code links (District/State level)
- Project/CSREES National Initiative links (District/State level)
- Current ES237 data transfers from counties/districts (District/State level)

NOTE: If you want the output in PDF format, click the [Printers] menu item and select the Acrobat PDFWriter (if available) as the desired printer.

Process Scope... County Groups... State Groups... Process Method...

Normal (Full)
 Include
 Ignore
 Process/Print ES237
 Process ES237
 Print Blank ES237 Form

Continue Exit

The table at the top of the screen will fill in as the report data is processed. If there are any errors, they will be shown in the box at the bottom of the page.

Errors must be fixed before the ES-237 Report can be transmitted to the state.

Wisconsin Extra 2 Federal Data... Data Set 2009/2009

Goto Print ES237 Instructions County ES237 Data Verification ES237 Rpt Statistics Federal Utilities Enrollment Rpt Printers View Sections State Level Feder

SECTION	Completion Status
Youth Enrollment (1-9)	100%
School Grade (10)	100%
Residence (11)	100%
Program Source (12)	100%
Distribution of Youth - Intgrtd / Non Intgrtd (13.1)	100%
Racial Groups - Participants (13.2)	100%
Racial Groups - Adult Volunteers (14.1)	100%
Racial Groups - Youth Volunteers (14.2)	100%
Classification of 4-H Volunteer Service (15.1 / 15.2)	100%
Adult / Youth Volunteer Training (16)	100%
Curriculum Classification (17-18)	100%

Verify following actions...

- Member record active status set correctly (County level)
- Member projects current (County level)
- Leader record active status set correctly (County level)
- Groups data complete (County level)
- Clubs data current (County level)
- Project/CSREES Curriculum Classification code links (District/State level)
- Project/CSREES National Initiative links (District/State level)
- Current ES237 data transfers from counties/districts (District/State level)

NOTE: If you want the output in .PDF format, click the [Printers] menu item and select the Acrobat PDFWriter (if available) as the desired printer.

Process Scope... County Groups... State Groups... Process Method...

Normal (Full) 1890 Institutions

County Groups... Include Ignore

State Groups... Include Ignore

Process Method... Process/Print ES237 Process ES237 Print Blank ES237 Form

Continue

Check Report Balances

Exit

Balance Errors (0)

After the ES-237 report has been processed with no errors, it is ready to transmit to the state.

The same process is used to transmit the ES-237 Report to the state as was used to transmit data earlier this year. Refer to "Transmitting County Data to the State" for detailed instructions. This document is posted on the State 4HPlus website in the On-line Manual: <http://4h.uwex.edu/resources/mgt/4HPlusOn-lineManual.cfm>.

See below for abbreviated instructions:

- Goto>Archive>Send>Send Data
- Under Select Data for Transmission, all boxes should be checked
- Under Record Selection, select All in selected files
- Select Build Now
- Select Email File Now!

If difficulties occur when sending this file through the 4HPlus program, attach the file named 4HXXXST_.ebd (where the Xs indicate your 3 letter county code) to an e-mail and send it to 4hplus.help@ces.uwex.edu. This file will be located in the ckv\dataxfer folder on the drive where the 4HPlus program is installed.

Portions of this document were adapted from "Completing and Sending Your County 4-H ES237 Report Using 4HPlus!", Jenny Nixon, Extension Educator, University of Nebraska – Lincoln Extension.