

## 4HPlus! ES237 Report Procedure

This tip sheet covers the steps needed to produce and transmit the ES237 report to the State 4-H Office.

**Note:** The ES237 report must be produced and transmitted electronically to the State 4-H Office prior to switching to the new 4-H year.

Prior to producing the ES237 report, make sure all the Groups information has been entered. See the tip sheet on 4HPlus! Group Entry.

### Step-by-Step Procedure

1. Click **Go to > Federal > County ES237 Data Verification**. The data verification screen displays.
2. Click **Verify**.
3. If there are errors reported, correct each error.
4. Select the verification process again to make sure all errors are corrected.
5. Click **ES237 Report** from the menu bar. See Figure 1. Click the image to enlarge it.

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 4H 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)
- Process ES237 information (this screen only) (County level)
- Update ES237 history (WWW) (State level)
- Create ES237 data package from county (WWW) (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:  Final (Full)  480 members

State Groups:  Groups  Clubs

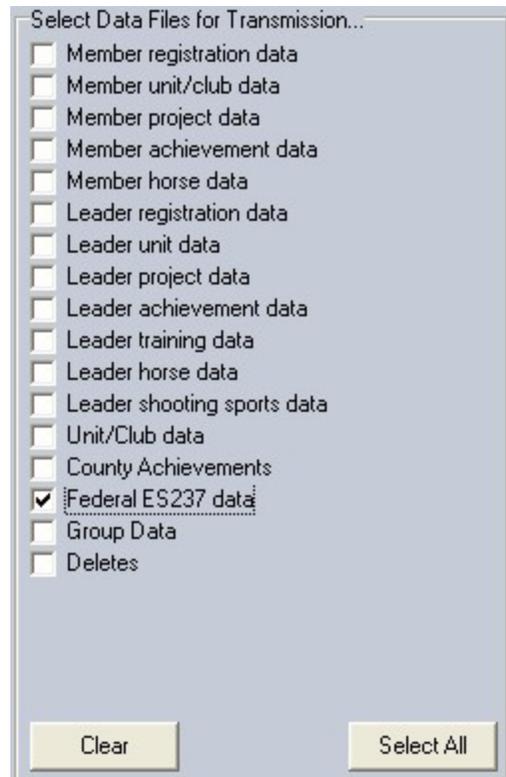
Process Method:  Process/Print ES237  Process ES237  Print Blank ES237 Form

Buttons: Continue, Exit, Create 2015 Federal Data File

Figure 1. ES237 Report

6. Place a check mark in each box on the verification screen, provided that all actions have been taken. Generally, all of this information has been taken care of when final enrollment is sent.
7. Once all items are checked as completed, click **Process/Print ES237**.

8. Click **Go to > Archive > Send > Send Data.**
9. Click the **Clear** button.
10. Check the **Federal ES237 data** box. See Figure 2.



**Figure 2. ES237 Data Box**

11. Click **All records in selected files.**
12. Click the **Build Now** button.
13. Attach the exchange file in the C:\CKV\dataxfer folder in an e-mail message to the State 4-H office.