



# **CREATING AN INVOICE**

STEPS MUST BE DONE IN THE FOLLOWING ORDER

### STEP 1 - Recording Payment

Recording Enrollment Payments Received in County Office Once this step is done you cannot undo it!

Be sure to only mark the payment for members as being received when it has been turned into the office. If you do not collect payments from your families, you can make a note in the payment notes section.

1. Click on Enrollments in the navigation pane.	Home 2020-2021 Program Year			
<ol><li>Click on the Payment Due subtab.</li></ol>	Settings Managers Approved Payment Due Awaiting Review			
3. The list of members that have submitted enrollment and indicated they would make payment in the county office is listed. Click on a member name to record their payment information when it has been received.	Members Participation Registrations Broadcasts Enrollments Activities Awards Groups Units			
	Trainings Bills Payments Custom Reports Standard Reports			
4. Select the items that have been received.	Confirm Payments ×			
<ol> <li>Select the date the payment was received.</li> <li>Use the Payment Note field(s) to record the</li> </ol>	Youth, Test Youth			
check number or that it was a cash payment, receipt number, or any other notes that you	I understand that by confirming receipt of payment for this member, State Office county is taking responsibility for any amount owed to the state office.			
need to keep record. This may be where you	I have received the following payment(s) from Test Youth Youth			
note that the county is paying for this fee. 7. Click the Approve button. 8. Payments should only be recorded after they	\$25.00 - Texas 4-H     8/31/2020     Payment Note       and Youth     Development - Club       Member Program Fee			
have been received from the family for accurate record keeping.	Approve Cancel			
At the time a County Manager marks a navment as receiv	ved they are confirming they have received the navme			

At the time a County Manager marks a payment as received, they are confirming they have received the payment and are taking responsibility for any amount owed to the State 4-H Office. The system will automatically list the County Credits. This is the equivalent to the payment amount received by members and is payable to the State.

### STEP 2 - Creating Invoice

County Manager Creating an INVOICE Once this step is done you cannot undo it!

#### Before You Start - You must complete step 1 first!

County Managers with the appropriate permissions can create a County Bill. Enrollment bills will be separated by the member role (Adult Volunteer AND Club Member). The bill will include the enrollment fee for youth and volunteer application fee for adults that indicated they would pay by check and the county has marked that they have received payment.

<ol> <li>Click on Bills in the navigation pane.</li> <li>Click the + Add Bill button.</li> </ol>	Home Settings Managers Members Participation Registrations Broadcasts Enrollments Events Activities Awards Groups Units Trainings Bills Payments
<ol> <li>Click the + Create Bill for \$X.00 button. The screen displays each member that is included in the bill and the total amount due to the State 4-H Office.</li> <li>The Bill is automatically generated in the system. A separate Bill will be created for each role (Club Member, Volunteer). The procedures for sending in funds to the state 4-H office will remain the same as in 4HConnect. You may send 1 check for multiple invoices.</li> <li>The screen will display whether any more County Credits are payable to the State.</li> </ol>	Home Settings Managers Members Participation Registrations Broadcasts Events Activities Trainings Bills Payments Custom Reports Standard Reports Standard Reports
<ol> <li>County Managers may review the list of County Bills and the status of them. The Received column will indicate Yes or No whether the State Office has marked the payment as received.</li> </ol>	Home Settings Managers Members Participation Registrations     Bills       Year     Invoice #     Due     Received     Date     Type       202-0221     7273     \$25.00     No     Aug 31,2020     Enrollment       Broadcasts     Enrollments       Events       Activities       Avards       Groups       Units       Trainings

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.

- 7. Click the Bill to print out from the list.
- 8. Click on the Invoice button. Send in the invoice along with the check payment.

#### ONLY COUNTY AND 4H CHECKS CAN BE ACCEPTED - NO PERSONAL CHECKS

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Bill De	tails						Invoice							
		Invoice #	7273											
		County	State Office											
	Type Date Created Amount Due		Enrollment											
			\$25.00											
Amount Outstanding Program Year Received		\$25.00 2020-2021 No												
							Memb	ers						
First Name	Last Name	Date Collected	Primary Club	Program Year	Role	Notes	Amoun							
			D-9 4-H	2020 2021	ClubMambar	Check	\$25.00							

## STEP 3 - Mailing 4-H County/Club Check Instructions

**READING THE INVOICE AND MAILING INSTRUCTIONS** NO PERSONAL CHECKS ACCEPTED - AUTOMATIC RETURN TO COUNTY OFFICE

Invoice #: Auto-generated number assignedInvoice Date: The date the invoice was generatedStatus: Draft status will be assigned until the State 4-H Office has received and marked paid.

**Program Fee**: The program fee refers to enrollment fees and application fees collected for youth and adults. Event names will be listed if applicable.

Make Checks Payable to: Texas A&M AgriLife Extension

United States Postal Service:

Texas A&M AgriLife Extension/4HOnline 2473 TAMU College Station, TX 77843-2473

Overnight mail through either FedEx, UPS, or Lonestar:

Texas A&M AgriLife Extension/4HOnline Texas A&M University 1470 William D Fitch Parkway College Station, TX 77845

Texas 4-H Youth Development	INVOICE
Payable to: Texas A&M AgriLife Extension 2473 TAMU College Station, TX 77843	INVOICE #         7273           INVOICE DATE         08/31/2020           STATUS         Draft
BILL TO State Office County	
DESCRIPTION	QTY PRICE TOTAL
Program fee : 4HOnline Test 4-H Test	1 \$25.00 \$25.00
	<b>TOTAL</b> \$25.00
Taxas 4 H Youth Davelonment	INVOICE
Payable to: Texas A&M AgriLife Extension 2473 TAMU College Station, TX 77843 BILL TO Moore County	INVOICE # 4184 INVOICE DATE 08/25/2020 STATUS Paid PAID DATE 08/25/2020 PAID AMOUNT \$85.00
DESCRIPTION	QTY PRICE TOTAL
Program fee : Each	1 \$25.00 \$25.00
Program fee : name	1 \$10.00 \$10.00
Program fee : listed	1 \$25.00 \$25.00
Program fee	1 \$25.00 \$25.00
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#### QUICK VIDEO OVERVIEW - CREATE AN INVOICE

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