

Payments

The Payments section allows a County Manager to search for payments by keyword, club, Start and End date, invoice number, payment number and/or payment status.

Payment Search

1. Click on Payments in the navigation pane.
2. Enter any combination of the following search criterion: keyword, club, Start and End date, invoice number, payment number and/or status.
3. Click the Search button.
4. Payment records meeting the search criterion will appear below the search filters.
5. Click the Download Excel button to export the list of search results to an Excel file.

The screenshot shows a 'Payment Search' form with the following elements:

- Keyword:** A text input field with a placeholder: 'Keyword (By Program, App, Address, 4H Club, Email, Volunteer, Preferred Name, Primary Phone)'. To its right are 'Search' and 'Clear Filters' buttons.
- Club:** A text input field.
- Start Date:** A date picker field.
- End Date:** A date picker field.
- Invoice Number:** A text input field.
- Payment Number:** A text input field.
- Status:** A dropdown menu.
- Download Excel:** A button located below the search filters.
- Results:** A table with the following header:

Payment #	Date	County	Last Name	First Name	Amount	Method	Status	Balance
No results found < >								