

# COUNTY 4H ONLINE SPRING CLEANUP PAYMENTS AND REVIEWS

Spring is fast approaching! Let's do a 4HOnline Spring cleanup!

## County Check Payments

View a few 4HOnline screens to make sure all county check payments are being processed correctly. See instruction sheets and information below:

<a href="#">Payment Without Invoice - Enrollment</a>	This is a county check payment designated by the member and approved by the county office. The 3-step invoice process needs to be completed by the county office to send in payment and make the member active. The payment method is not reversible.
<a href="#">Payment Without Invoice - Events</a>	This is a county check payment designated by the member and approved at the final level. The 3-step invoice process needs to be completed by the county office to send in payment. The payment method is not reversible.
<a href="#">Invoice Not Created</a>	A payment was applied to the member's record but an invoice has not been created to send with the payment.
<a href="#">Invoices Without Received Payments</a>	A payment invoice was created but the payment was not received at the state 4-H office.

## Awaiting County Reviews

Make it a daily routine to view the awaiting review screens. See instruction sheets and information below:

<a href="#">Enrollments Pending Review</a>	<p>An adult or youth member has submitted an enrollment record for county approval. See role types below for approving:</p> <ul style="list-style-type: none"><li>• Youth Members - A youth member will appear on the awaiting review screen only when the record is ready to be approved.</li><li>• Adult Members - An adult member will appear on the awaiting review screen when the enrollment record is submitted. The record will be available to approve once training and screening is complete.</li></ul>
<a href="#">Events Pending Review</a>	<p>An adult or youth member has submitted an event registration record for county approval. The event coordinator at the state or district level decides what certification levels are needed. See approval notes:</p> <ul style="list-style-type: none"><li>• Not every event will be certified through the county office.</li><li>• The county office sometimes is the final level of certification so it's important to only approve when it's ready to be locked for changes.</li></ul>

## Who To Contact

- Events – The event coordinator is the first point of contact.
- 4HOnline System Issues – Misty Cathey – [mmcathey@ag.tamu.edu](mailto:mmcathey@ag.tamu.edu)
- Volunteer Screening – YPS Office - [yps@ag.tamu.edu](mailto:yps@ag.tamu.edu)

4HOnline resources available online at: <https://texas4-h.tamu.edu/4honline/>