

# COUNTY 4H ONLINE SPRING CLEANUP PAYMENTS AND REVIEWS

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.

<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 - Event</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 county/club 4-H check.
<a href="#">Invoice 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.

<a href="#">Pending Review - Animals</a>	A youth member has submitted an animal validation record for county approval. A credit card payment type is the only option for animals. Check the invoice section at the bottom before approving.
<a href="#">Pending Review - Enrollment</a>	An adult or youth member has submitted an enrollment record for county approval. See role types below for approving: <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 after training and screening completion.</li></ul>
<a href="#">Pending Review - Event</a>	An adult or youth member has submitted an event registration record for county approval. See notes for approvals: <ul style="list-style-type: none"><li>The event coordinator decides what certification levels are needed.</li><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 at: <https://texas4-h.tamu.edu/4honline/>

