


EVENTS

CREATING AN INVOICE

RECORD PAYMENT

1



Texas 4-H Youth Program

Home
Settings
Managers
Members
Participation
Registrations
Broadcasts
Animals
Enrollments
Events

Events **Payment Due** Awaiting Review

Payment Due

Event Name

2021 District 3 4-H Livestock Skillathon

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Confirm Payments

Cowley, Wayland

2021 District 3 4-H Livestock Skillathon

I understand that by confirming receipt of payment for this member, Archer county is taking responsibility for any amount owed to the state office.

I have received the following payment(s) from Wayland Cowley

☒ \$ 35.00 2/5/2025 Please pay Archer extension office Payment Note...

Approve Cancel

CREATE INVOICE

2

Registrations
Broadcasts
Animals
Enrollments
Events
Group Enrollment
Activities
Awards
Groups
Clubs
Screenings
Trainings
Bills

Bills

Add Bill

Invoice #	Date	Related To	County	Due	Received	Processed	Paid
235358	Sep 16, 2022	2022-2023	State Office	\$10.00	Yes	Aug 15, 2022	Yes
114383	Sep 6, 2021	2021-2022	State Office	\$10.00	Yes	May 2, 2020	Yes
114384	Sep 6, 2021	2020-2021	State Office	\$30.00	No		No
59186	Nov 25, 2020	2020-2021	State Office	\$30.00	Yes	May 1, 2020	Yes
59173	Nov 25, 2020	2020-2021	State Office	\$30.00	Yes	May 1, 2020	Yes
58137	Nov 18, 2020	2020-2021	State Office	\$25.00	Yes	May 1, 2020	Yes
57018	Nov 11, 2020	2020-2021	State Office	\$10.00	Yes	Aug 1, 2020	Yes

Create Bill

Enrollments

Create Bill From All **Create Bill From Selected**

Program Year	Last Name	First Name	Amount	Primary Club	Role	Date Collected
No Credits						

Events

Event	Record Count	Total Amount		
GLOBE - Day of Service Registration (GLOBE 24-25 Cohort ONLY)	1	\$50.00	Create Bill From All	Create Bill From Selected
<input checked="" type="checkbox"/>		1/6/2025	\$50.00	Notes:

PRINT INVOICE AND MAIL

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County Bill

Bill Details

Invoice Checks Received Report

Invoice #	501409
County	Lipscomb
Type	Event Registration
Event	D1 4-H Winter Social
Date Created	11/27/2024
Amount Due	\$60.00
Amount Outstanding	
Program Year	2024-2025
Received	Yes
Notes	25-0164 Check #1826

County Name
County Mailing Address
City, State, Zip Code

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

County or Club Name
Any Street, Anytown
Tel: (001) 555-0000
DATE 1-1-2024
Pay to must contain the words as shown below:
Texas A&M AgriLife Extension
One hundred and ten dollars
Must Match
\$ 110.00
0/100 DOLLARS
My Bank
Any Street, Anytown
Tel: (001) 555-5555
Invoice #000000 - No requirements here
John Smith
Ann Vogel
First Signature Required
Second Signature or note to tell us why not provided.



- Invoicing Needs Video
- Handout 1 Payments Due
- Handout 2 Add Bill
- Handout 3 Status
- Invoicing Full Guide