


4H ONLINE COUNTY CHECKS

EVENTS WITHOUT PAYMENT RECEIVED IN STATE OFFICE

HANDOUT 3

View the received status column to make sure the payment is received in the state office.

1. LOGIN TO MANAGER ACCOUNT



2. NAVIGATE TO BILLS SCREEN

Home

Settings

Managers

Members

Participation

Registrations

Broadcasts

Animals

Enrollments

Events

Group Enrollment

Activities

Awards

Groups

Clubs

Screenings

Training

Bills

3. VIEW THE RECEIVED COLUMN FOR STATUS OF INVOICE

Texas 4-H Youth Program

Bills

+ Add Bill

Invoice #	Date	Related To	County	Due	Received	Processed	Paid
501409	Nov 27, 2024	D1 4-H Winter Social	Lipscomb	\$60.00	Yes	Dec 4, 2024	Yes
501408	Nov 27, 2024	2024-2025	Lipscomb	\$90.00	Yes	Dec 4, 2024	Yes
500573	Nov 19, 2024	D1 Fall Big Fun in D1 2024	Lipscomb	\$270.00	Yes	Dec 2, 2024	Yes
500572	Nov 19, 2024	D1 4-H Winter Social	Lipscomb	\$30.00	Yes	Dec 2, 2024	Yes

IMPORTANT
INDIVIDUALS LISTED ARE LOCKED IN AS A CHECK PAYMENT METHOD
THE TOTAL DUE FOR ANYBODY LISTED CANNOT BE ALTERED ONCE IT APPEARS ON THIS SCREEN
ONCE STEP 1 - MARKING PAYMENT RECEIVED - THERE ARE NO EDITS TO THE NOTES
RESOURCE AVAILABLE: [CREATE AN EVENT INVOICE - 5 STEPS](#)