

INVOICING STEPS MUST BE DONE IN ORDER

STEP 2 - CREATING THE INVOICE

The county manager has to create the invoice. Once this step is done you cannot undo it.

Before You Start - **You must complete step 1 first.** County Managers with the appropriate permissions can create a County Bill. Enrollment bills will be separated by the member role (adult or youth). The bill will include the members that indicated they would pay by check and the county has marked that they have received payment.

- Click the Bills link in the navigation pane on the left side of the screen.
- Click the blue + Add Bill button.

Invoice #	Date	Related To	County	Due	Received	Processed	Paid
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
55460	Nov 4, 2020	2020-2021	State Office	\$25.00	Yes	Jun 23, 2020	Yes
17097	Sep 14, 2020	2020-2021	State Office	\$10.00	Yes	Jun 1, 2020	Yes
17098	Sep 14, 2020	2020-2021	State Office	\$50.00	Yes	May 1, 2020	Yes
7273	Aug 31, 2020	2020-2021	State Office	\$25.00	Yes	Jul 1, 2020	Yes

- Click the checkbox beside the name of each person to add to the bill being created.
- Click the + Create Bill From Selected button or click the blue Create Bill From All button.

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

The invoice is automatically generated by the system and cannot be edited or deleted.
A separate bill will be created for each event.
The screen will display if other payments need to have an invoice created for it.

**Individuals should only be added to an invoice and the total paid as indicated.
An event payment cannot be changed once it's approved at the county level.**