

INVOICING STEPS MUST BE DONE IN ORDER

STEP 3 - PRINTING THE INVOICE AND MAILING

- Click the Bills link in the navigation pane on the left side of the screen.
- Click the Invoice from the displayed list of invoices already created.

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

+ Add Bill

Invoice #	Date	Related To	County	Due	Received	Processed	Paid
154950	Nov 12, 2021	2021-2022	Harris	\$20.00	No		No
145764	Oct 22, 2021	2021-2022	Harris	\$25.00	Yes	Nov 2, 2021	Yes
145276	Oct 21, 2021	2021-2022	Harris	\$800.00	Yes	Aug 7, 2021	Yes
145275	Oct 21, 2021	2021-2022	Harris	\$30.00	Yes	Aug 7, 2021	Yes
130687	Sep 28, 2021	2021-2022	Harris	\$10.00	Yes	Aug 7, 2021	Yes
97763	Jul 30, 2021	2021 4-H Virtual Fishing - Bass (hosted by D5)	Harris	\$25.00	Yes	Aug 3, 2021	Yes
69819	Mar 23, 2021	2020-2021	Harris	\$60.00	Yes	Aug 8, 2020	Yes
68481	Mar 17, 2021	2020 D-9 Shooting Sports Coaches Training (Rosenburg, TX)	Harris	\$100.00	Yes	Dec 1, 2020	Yes

- Click the Invoice button.

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Bill Details
Invoice

Invoice #	154950
County	Harris
Type	Enrollment
Date Created	11/12/2021
Amount Due	\$20.00
Amount Outstanding	\$20.00
Program Year	2021-2022
Received	No
Notes	

The file will download to the computer/device or prompt you to save to a file location. How this download functions will depend on how your computer/device is setup to receive downloads.

CONTINUE TO MAILING INSTRUCTIONS

STEPS MUST BE DONE IN ORDER

STEP 3 - PRINTING THE INVOICE AND MAILING

Make club or county check payable to:
TEXAS A&M AGRILIFE EXTENSION

READING THE INVOICE

Invoice #: Auto-generated number
 Invoice Date: The date the invoice was created
 Status: Draft status will be assigned until paid.
 Amount: Total amount of invoices added together.

Texas 4-H Youth Development

Payable to: Texas A&M AgriLife Extension
 2473 TAMU
 College Station, TX 77843

BILL TO
 Andrews County

INVOICE

INVOICE # 77946
 INVOICE DATE 04/14/2021
 STATUS Draft

DESCRIPTION	QTY	PRICE	TOTAL
Program fee : <input type="text"/>	1	\$10.00	\$10.00
Program fee : <input type="text" value="Names Listed"/>	1	\$10.00	\$10.00
TOTAL			\$20.00

PAYMENT TIPS

- Check amount must match the invoice amount.
- Check and invoice must be mailed in one envelope.
- Check must be from a county or club. No personal checks.
- Envelopes must be addressed to include the word 4HOnline.
- Event payments must have the event name noted somewhere on the invoice.
- Invoice should not have any noted changes about members listed or amounts.
- Invoices can be combined on one check as long as the total matches the check amount.
- Payable to should only be **Texas A&M AgriLife Extension**.

RUSH DELIVERY

Overnight USPS, FedEx, UPS, or Lonestar:
 Texas A&M AgriLife Extension-4HOnline
 Texas A&M University
 1470 William D Fitch Parkway
 College Station, TX 77845

REGULAR DELIVERY

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

Do not overnight to 2473 TAMU since it takes a few extra days to get to us after the mailroom receives it. The State 4-H Office is not responsible for mail that is not delivered as promised by the shipping company. Updates about the receipt of a payment should be viewed in 4HOnline on the bills screen.

4HONLINE PAYMENT STATUS

When a payment is received it is marked paid right away so the status should be viewed through 4HOnline.

- Click the Bills link in the navigation pane on the left side of the screen.
- Click to reload or refresh the screen.
- There will be a Yes or No in the Received column. Yes means it was received and processed.

Questions on invoices or payments? Contact: mmcathey@ag.tamu.edu