

INVOICING STEPS MUST BE DONE IN ORDER

STEP 5 - CHECKING PAYMENT STATUS

- Click the Bills link in the navigation pane on the left side of the screen.
- On the browser click to refresh or reload the screen to update the screen with the most current invoice information.
- Locate the invoice Received column from the list of invoices that are displayed on the screen. The received column will display a Yes if the payment has been received and processed.

Invoice #	Date	Related To	County	Due	Received	Processed	Paid
260910	Nov 1, 2022	2022-2023	El Paso	\$150.00	No		No
260909	Nov 1, 2022	2022-2023	El Paso	\$10.00	No		No
255832	Oct 20, 2022	2022-2023	El Paso	\$250.00	No		No
255831	Oct 20, 2022	2022-2023	El Paso	\$575.00	No		No
173897	Mar 23, 2022	2021 - 2022 D6 4-H Shooting Sports Coaches Training - Monahans TX -April 9	El Paso	\$105.00	Yes	Apr 12, 2022	Yes
169854	Mar 8, 2022	2021-2022	El Paso	\$90.00	Yes	Aug 7, 2021	Yes
129895	Sep 27, 2021	2021-2022	El Paso	\$550.00	Yes	Nov 23, 2021	Yes
70847	Mar 25, 2021	2020-2021	El Paso	\$90.00	Yes	Aug 8, 2020	Yes
64715	Feb 10, 2021	2020-2021	El Paso	\$295.00	Yes	Aug 8, 2020	Yes
64338	Feb 5, 2021	2020-2021	El Paso	\$30.00	Yes	Feb 9, 2021	Yes

CHECKS ARE MARKED RECEIVED AND PROCESSED WHEN:

CHECK AND INVOICE ARE ACTUALLY RECEIVED IN THE STATE 4-H OFFICE.

CHECK AMOUNTS IN NUMERIC FORM (IN THE BOX) MATCHES THE AMOUNT IN WORDS(ON THE LINE).

CHECK AMOUNTS ON THE CHECK MATCH THE INVOICE AMOUNT EXACTLY. NO NOTED CHANGES.

CHECK IS FROM A COUNTY OR CLUB SINCE PERSONAL CHECKS CANNOT BE ACCEPTED.

CHECK IS PAYABLE TO CONTAIN THE WORDS "TEXAS A&M AGRILIFE EXTENSION".

CHECK PRIMARY REQUIRED SIGNATURE ON THE CORRECT LINE.

CHECK SECONDARY REQUIRED SIGNATURE ON THE CORRECT LINE OR A NOTE ON WHY IT'S NOT BEING PROVIDED.

THE ACTUAL CHECK HAS TO BE RECEIVED IN THE STATE 4-H OFFICE

CHECKS CANNOT BE FED THROUGH THE BANK'S CHECK MACHINE UNTIL THE ACTUAL CHECK HAS BEEN RECEIVED.

THE INVOICE IS MARKED AS RECEIVED AFTER THE CHECK HAS BEEN SCANNED AND DEPOSITED INTO THE BANK.

THE PROCESSED DATE IN 4HONLINE HAS TO MATCH THE DEPOSIT DATE WITH THE BANK.

FALSE INFORMATION INCLUDING AN INVOICE PROCESSED DATE CANNOT BE ENTERED INTO 4HONLINE.

AN INVOICE STATUS CANNOT EDITED ONCE IT IS RECEIVED AND PROCESSED IN 4HONLINE.

QUESTIONS ON CHECK STATUS PLEASE CONTACT JILL MARKLEY: jill.markley@ag.tamu.edu