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4-H Online
4-H ENROLLMENT AND EVENT REGISTRATION

TEXAS 4HONLINE COUNTY MANAGER GUIDE
EVENT COUNTY INVOICES

TEXAS A&M
AgriLife
EXTENSION

REVIEW STEPS BEFORE CONTINUING TO NEXT PAGE

REGISTRATION MUST BE APPROVED AT THE FINAL LEVEL BEFORE INVOICING CAN START

STEP 1 RECORDING PAYMENT	Recording Event Payments Received in County Office. This is the county's way to track payments received from families. Once this step is done you cannot undo it. Be sure to only mark the payment for members as being received when it has been turned into the office. If the county does not collect payments from families then state that in the payment notes.
STEP 2 CREATING 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 invoice. Event invoices will be separated by the event name. The bill will include the members that indicated they would pay by check and the county has marked that they have received payment.
STEP 3 PRINTING INVOICE	The county invoice must arrive with the check in the same envelope to process correctly. These instructions will show how to download the PDF format of the invoice in order to print.
STEP 4 PREPARING AND MAILING	Tips have been developed for preparing the check correctly with regular versus rush delivery instructions. Also a check and envelope example are included.
STEP 5 PAYMENT STATUS	Check the status often and review the process for invoice and check processing. An event is not paid until all steps and processes have been done correctly.

CONTINUE TO NEXT PAGE FOR INSTRUCTIONS

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EXTENSION

INVOICING STEPS MUST BE DONE IN ORDER

STEP 1 - RECORDING PAYMENT

Recording Event Payments Received in County Office. This is the county's way to track payments received from families. Once this step is done you cannot undo it. Be sure to only mark the payment for members as being received when it has been turned into the office. If the county does not collect payments from families then note this in the payment notes.
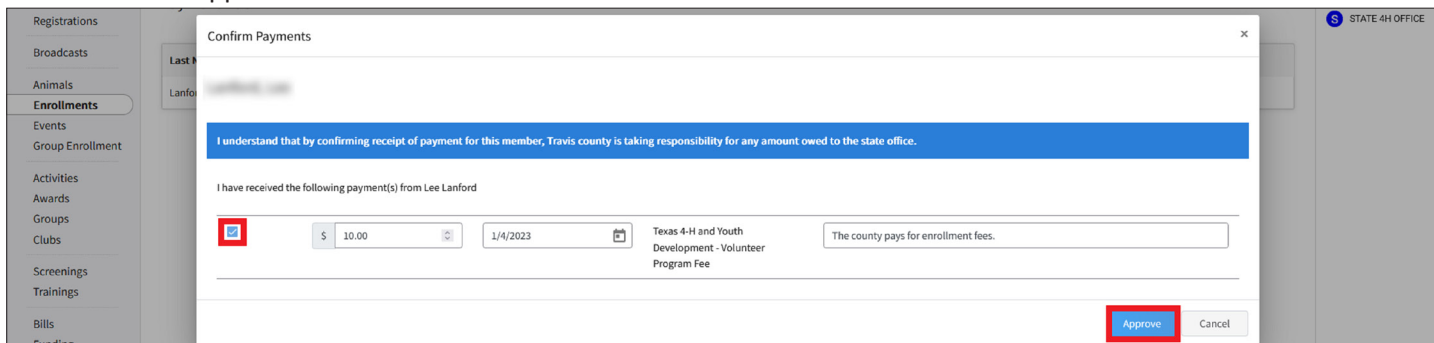
REGISTRATION MUST BE APPROVED AT THE FINAL LEVEL BEFORE INVOICING CAN START

- Click the Events link in the navigation pane on the left side of the screen.
- Click the Payment Due subtab.
- Members listed have submitted an event registration, indicated they would make payment in the county office and have been approved at the final level of certification. If a payment shows up in this section, it is too late to undo the method being used on the registration. Click the member's name to record their payment information.

- Click the checkbox to confirm that the registration payment has been received (or is being paid for).
- From the date picker, select the date the payment was received.
- In the payment note box, type a note to record the check number or that it was a cash payment, receipt number, or any other notes needed. This area can also be used to note that the county is paying the fees.
- Click the blue Approve button.

Payment should only be recorded after it has been received from the family for accurate record keeping. Recording a payment is confirming receipt of the payment and the county is taking responsibility for any amount owed to the State 4-H Office.

CONTINUE TO CREATING THE INVOICE INSTRUCTIONS

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EVENT COUNTY INVOICES
https://youtu.be/Ez6fdL2-aJc

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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. County event bills will be separated by event. 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.

Bills

Invoice #	Date	Related To	County	Due	Received	Processed	Paid
265949	Nov 28, 2022	D6 4-H Food Challenge: 2022 - 2023 - Monahans - November 29	Winkler	$700.00	Yes	Dec 16, 2022	Yes
253555	Oct 17, 2022	2022-2023 Texas 4-H Summit (Brownwood)	Winkler	$90.00	No		No
194312	Jun 15, 2022	D6 4-H Senior Leader Lab	Winkler	$600.00	Yes	Jul 12, 2022	Yes
194311	Jun 15, 2022	D6 4-H Junior High Leader Lab	Winkler	$400.00	Yes	Jul 12, 2022	Yes
178619	Apr 5, 2022	D6 4-H Spring Roundup and Open Contests	Winkler	$215.00	Yes	Apr 15, 2022	Yes
176251	Mar 31, 2022	D6 4-H Livestock Judging Contest	Winkler	$165.00	Yes	May 3, 2022	Yes
89931	Jun 10, 2021	D6 4-H Junior High Leader Lab	Winkler	$150.00	Yes	Jun 17, 2021	Yes
24283	Sep 18, 2020	2020-2021	Winkler	$25.00	Yes	Oct 14, 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.

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		
2021 D5 4-H Food Challenge	2	$37.00	Create Bill From All	Create Bill From Selected
☐	Williamson, Austin		6/1/2021	$12.00	Notes:

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.
Repeat step 2 of invoicing for each event.

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 final level.

CONTINUE TO THE PRINTING THE INVOICE INSTRUCTIONS

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EXTENSION

INVOICING STEPS MUST BE DONE IN ORDER

STEP 3 - PRINTING THE INVOICE

- 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.

Bills

Invoice #	Date	Related To	County	Due	Received	Processed	Paid
272377	Dec 19, 2022	District 3 4-H Livestock Skillathon	Baylor	$270.00			No
272376	Dec 19, 2022	District 3 4-H Agriculture Product Identification	Baylor	$270.00	Yes	Jan 2, 2023	Yes
272028	Dec 14, 2022	2022-2023	Baylor	$30.00	Yes	Dec 22, 2022	Yes
270456	Dec 8, 2022	District 3 4-H Food Challenge	Baylor	$130.00	Yes	Dec 19, 2022	Yes
270155	Dec 5, 2022	2022-2023	Baylor	$40.00	Yes	Dec 13, 2022	Yes
270125	Dec 5, 2022	District 3 4-H Livestock Judging	Baylor	$105.00	Yes	Dec 13, 2022	Yes
270124	Dec 5, 2022	District 3 4-H Food Show	Baylor	$20.00	Yes	Dec 13, 2022	Yes
270123	Dec 5, 2022	District 3 4-H Food Challenge	Baylor	$90.00	Yes	Dec 13, 2022	Yes
258824	Oct 28, 2022	2022-2023	Baylor	$10.00	Yes	Nov 8, 2022	Yes
255171	Oct 19, 2022	2022-2023	Baylor	$25.00	Yes	Nov 1, 2022	Yes

- Click the Invoice button.

County Bill

Invoice #	134224
County	Tarrant
Type	Event Registration
Event	2021 Texas 4-H Rabbit Extravaganza
Date Created	10/5/2021
Amount Due	$50.00
Amount Outstanding	$50.00
Program Year	2021-2022
Received	No

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.

READING THE INVOICE

EVENT
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
Description: County, event name and member name

Recorded name, parent, manager and consent date at the bottom of the invoice does not apply to Texas 4-H.

Texas 4-H Youth Program
Payable to: Texas A&M AgriLife Extension
2473 TAMU
College Station, TX 77843

INVOICE
INVOICE # 253555
INVOICE DATE 10/17/2022
STATUS Draft

BILL TO
Winkler County

DESCRIPTION	QTY	PRICE	TOTAL
Winkler: 2022-2023 Texas 4-H Summit (Brownwood) :	1	$90.00	$90.00
		TOTAL	$90.00

CONTINUE TO THE PREPARING AND MAILING

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EVENT COUNTY INVOICES
https://youtu.be/Ez6fdL2-aJc

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INVOICING STEPS MUST BE DONE IN ORDER

STEP 4 - PREPARING AND MAILING

CLUB OR COUNTY CHECK PAYABLE TO: TEXAS A&M AGRILIFE EXTENSION

COUNTY PAYMENT CHECKLIST

TOP 5 REASONS PAYMENTS ARE RETURNED ARE BOLDED AND HIGHLIGHTED BELOW

☐	**Check: Amount in numberic form (in the box) matches the amount in words(on the line).**
☐	**Check: Amounts on the check must match the invoice amount exactly.**
☐	**Check: Must be from a county or club since personal checks cannot be accepted.**
☐	**Check: Payable to has 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.
☐	Check: Check and invoice must be in the same envelope. Invoice exclusion causes processing delay.
☐	Invoice: Invoices can be combined on one check as long as the total matches the check amount.
☐	Invoice: Should not have any noted changes about members listed or amounts.
☐	Payments arrive quicker when the words "4HOnline Business Office" is on the envelope somewhere.

COUNTY CHECK EXAMPLE	COUNTY ENVELOPE EXAMPLE

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.

TEXAS 4HONLINE COUNTY MANAGER GUIDE
COUNTY CHECK EVENT INVOICE STATUS

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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.

	Bills								⊕ Add Bill		C Cathey SYSTEM M...
Settings											Recent Profiles
Managers											
Members	**Invoice #**	**Date**	**Related To**			**County**	**Due**	**Received**	**Processed**	**Paid**	
Participation	260910	Nov 1, 2022	2022-2023			El Paso	$150.00	No		No	
Registrations	260909	Nov 1, 2022	2022-2023			El Paso	$10.00	No		No	
Broadcasts	255832	Oct 20, 2022	2022-2023			El Paso	$250.00	No		No	
Animals	255831	Oct 20, 2022	2022-2023			El Paso	$575.00	No		No	
Enrollments	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	
Events	169854	Mar 8, 2022	2021-2022			El Paso	$90.00	Yes	Aug 7, 2021	Yes	
Group Enrollment	129895	Sep 27, 2021	2021-2022			El Paso	$550.00	Yes	Nov 23, 2021	Yes	
Activities	70847	Mar 25, 2021	2020-2021			El Paso	$90.00	Yes	Aug 8, 2020	Yes	
Awards	64715	Feb 10, 2021	2020-2021			El Paso	$295.00	Yes	Aug 8, 2020	Yes	
Groups	64338	Feb 5, 2021	2020-2021			El Paso	$30.00	Yes	Feb 9, 2021	Yes	
Clubs											
Screenings											
Trainings											
Bills											

CHECKS ARE MARKED RECEIVED AND PROCESSED WHEN:

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

CHECK AMOUNTS IN NUMBERIC 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

DIFFERENT INVOICE TYPES EXPLAINED

COUNTY INVOICE - NOT PAID

When a county invoice is created the system assigns an invoice number, invoice date and the status is changed to draft.
All members on the invoice are assigned a pending payment status.

Texas 4-H Youth Program   **INVOICE**

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

INVOICE #		271908
INVOICE DATE		12/13/2022
STATUS		Draft

BILL TO
Austin County

DESCRIPTION	QTY	PRICE	TOTAL
Austin: 2022 - 2023 District 11 Crossroads:	1	$175.00	$175.00
	TOTAL		$175.00

COUNTY INVOICE - PAID

If the State office receives a matching invoice and check then the system is updated. The invoice updates the paid date and paid status. All members on the invoice are assigned a paid payment status.

Texas 4-H Youth Program   **INVOICE**

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

INVOICE #		267442
INVOICE DATE		11/30/2022
STATUS		Paid
PAID DATE		12/06/2022
PAID AMOUNT		$45.00

BILL TO
Anderson County

DESCRIPTION	QTY	PRICE	TOTAL
Anderson: 2022 D5 Food Show - Juniors & Intermediates:	1	$15.00	$15.00
Anderson: 2022 D5 Food Show - Juniors & Intermediates:	1	$15.00	$15.00
Anderson: 2022 D5 Food Show - Juniors & Intermediates: Hobbs	1	$15.00	$15.00
	TOTAL		$0.00

FAMILY INVOICE - CHECK

When an event is approved at the final level a family invoice is created. The system automatically assigns a status of PAID even though it may not be paid yet. This status is being pulled from the CHECK payment button that the family clicks on the event when checking out. The status of a check payment can only be seen by the county office bills screen. Disregard the Paid Amount as $0.00. This area is used in other states but does not apply to what Texas 4-H does.

Texas 4-H Youth Program   **INVOICE**

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

INVOICE #		262264
INVOICE DATE		11/07/2022
STATUS		Paid
PAID DATE		11/08/2022
PAID AMOUNT		$0.00

BILL TO

DESCRIPTION	QTY	PRICE	TOTAL
Registration Fee	1	$15.00	$15.00
Please pay Anderson extension office	1	$15.00	-$15.00
	TOTAL		$15.00

FAMILY INVOICE - CREDIT CARD PAID

When an event is approved at the final level a family invoice is created. The purpose of the family invoice to show the no-refund policy and signatures that go with it. The paid amount will show the total amount paid. If a credit card is declined a family invoice is not created and the event is not paid.

Texas 4-H Youth Program   **INVOICE**

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

INVOICE #		273275
INVOICE DATE		01/03/2023
STATUS		Paid
PAID DATE		01/05/2023
PAID AMOUNT		$5.00

BILL TO

DESCRIPTION	QTY	PRICE	TOTAL
Registration Fee	1	$5.00	$5.00
	TOTAL		$0.00

FAMILY INVOICE - NO REFUND POLICY

The purpose of the family invoice to show the no-refund policy and signatures that go with it.

Texas 4-H Youth Program   **INVOICE**

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

INVOICE #		273275
INVOICE DATE		01/03/2023
STATUS		Paid
PAID DATE		01/05/2023
PAID AMOUNT		$5.00

BILL TO

DESCRIPTION	QTY	PRICE	TOTAL
Registration Fee	1	$5.00	$5.00
	TOTAL		$0.00

Pay By Computer Terms and Conditions

PARTICIPATION FEES AND VOLUNTEER APPLICATION FEESParticipation fees are nonrefundable once the membership or application has been approved by the county office. Once a Volunteer Application has been SUBMITTED into the system the application fee is nonrefundable.EVENT AND ACTIVITY REGISTRATIONThe general refund policy for the Texas 4-H Program is that no refunds are provided to a 4-H member or family once the registration is APPROVED. In extreme circumstances, such as death in immediate family, severe illness/accident, or cancellation of event, refunds will be provided, minus any expenses already incurred by the event/activity. It is the decision of the event coordinator for that particular event if a refund is provided or not, with approval of Texas 4-H Youth Development Program Director. Contact Your Local County Extension Office with questions about refunds.ANIMAL VALIDATIONAll fees paid are non-refundable once an animal validation has been accepted.

Recorded Member Name:	
Recorded Parent/Guardian:	
Recorded Manager:	
Date of Consent:	1/5/2023