

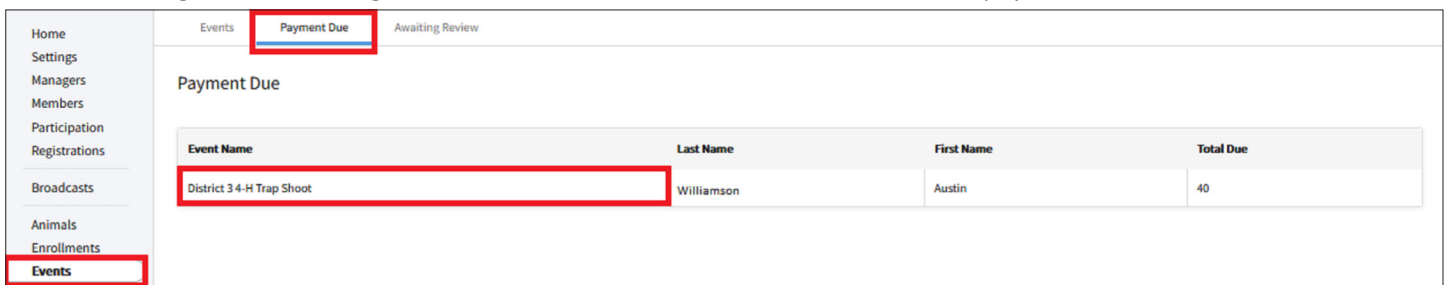
INVOICING STEPS MUST BE DONE IN ORDER

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.

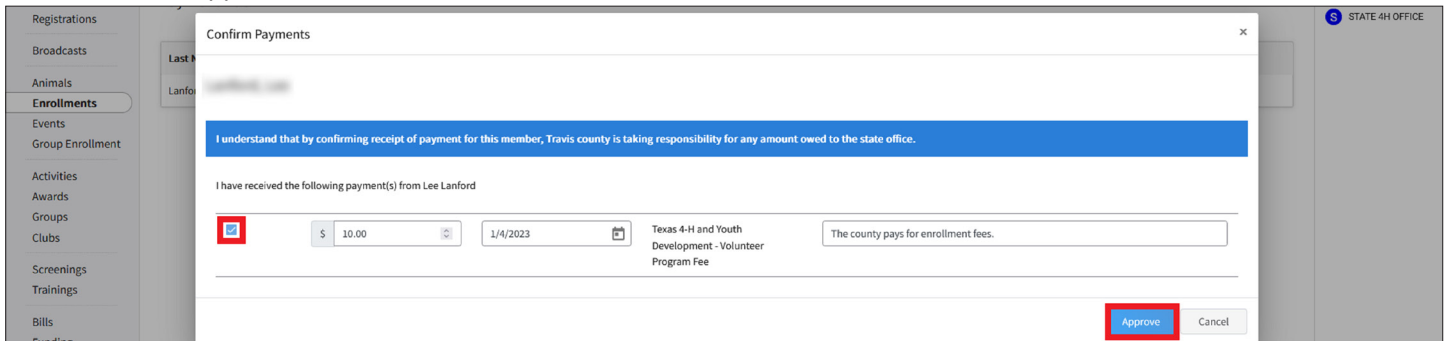
REGISTRATION MUST BE APPROVED AT THE FINAL LEVEL BEFORE INVOICING CAN START

- 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.



Event Name	Last Name	First Name	Total Due
District 34-H Trap Shoot	Williamson	Austin	40

- 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.



Confirm Payments

I understand that by confirming receipt of payment for this member, Travis county is taking responsibility for any amount owed to the state office.

I have received the following payment(s) from Lee Lanford

<input checked="" type="checkbox"/>	\$ 10.00	1/4/2023	Texas 4-H and Youth Development - Volunteer Program Fee	The county pays for enrollment fees.
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Approve Cancel

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