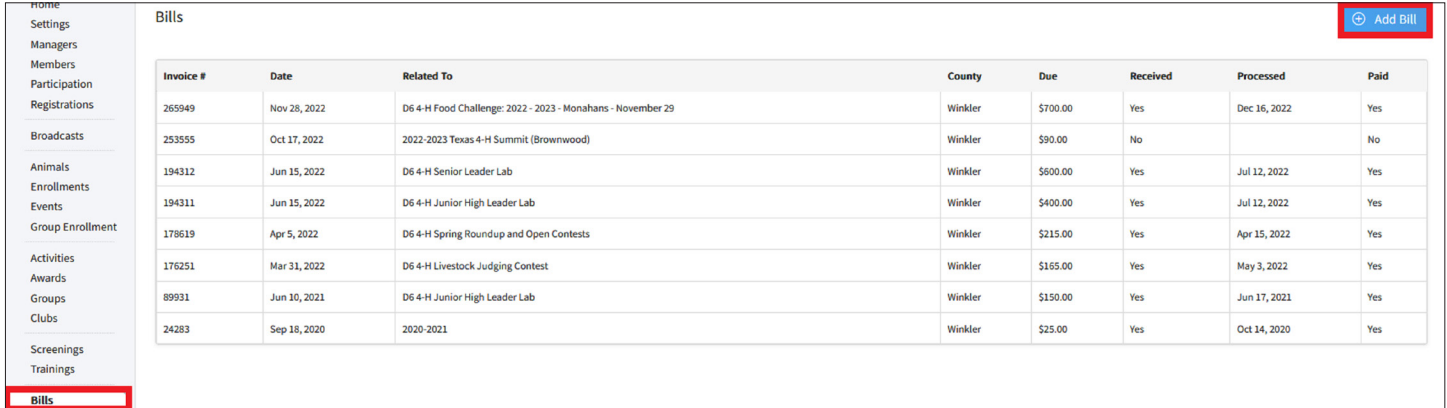


INVOICING STEPS MUST BE DONE IN ORDER

STEP 2 - CREATING THE INVOICE

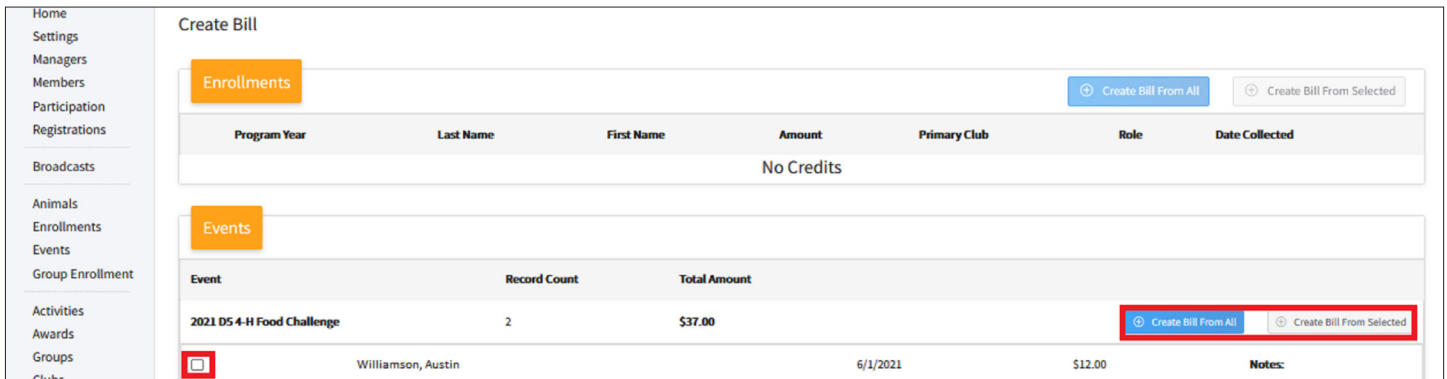
The county manager has to create the invoice. Once this step is done you cannot undo it. Before You Start - You must complete step 1 first. County Managers with the appropriate permissions can create a County Bill. County event bills will be separated by event. The bill will include the members that 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.



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.



Event	Record Count	Total Amount
2021 D5 4-H Food Challenge	2	\$37.00

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

<input type="checkbox"/>	Williamson, Austin	6/1/2021	\$12.00	Notes
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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