

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.

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.

Invoice #	County	Type	Event	Date Created	Amount Due	Amount Outstanding	Program Year	Received
134224	Tarrant	Event Registration	2021 Texas 4-H Rabbit Extravaganza	10/5/2021	\$50.00	\$50.00	2021-2022	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		INVOICE	
Payable to: Texas A&M AgriLife Extension 2473 TAMU College Station, TX 77843		INVOICE #	20355
BILL TO Winkler County		INVOICE DATE	10/17/2022
		STATUS	Draft
DESCRIPTION	QTY	PRICE	TOTAL
Winkler: 2022-2023 Texas 4-H Summit (Brownwood) - State Final	1	\$90.00	\$90.00
TOTAL			\$90.00
Recorded Member Name: Recorded Parent/Guardian: Recorded Manager: Date of Consent:			

CONTINUE TO THE PREPARING AND MAILING