

INVOICING STEPS MUST BE DONE IN ORDER

STEP 3 - PRINTING THE INVOICE AND MAILING

- 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.

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- Bills

+ Add Bill

Invoice #	Date	Related To	County	Due	Received	Processed	Paid
154950	Nov 12, 2021	2021-2022	Harris	\$20.00	No		No
145764	Oct 22, 2021	2021-2022	Harris	\$25.00	Yes	Nov 2, 2021	Yes
145276	Oct 21, 2021	2021-2022	Harris	\$800.00	Yes	Aug 7, 2021	Yes
145275	Oct 21, 2021	2021-2022	Harris	\$30.00	Yes	Aug 7, 2021	Yes
130687	Sep 28, 2021	2021-2022	Harris	\$10.00	Yes	Aug 7, 2021	Yes
97763	Jul 30, 2021	2021 4-H Virtual Fishing - Bass (hosted by D5)	Harris	\$25.00	Yes	Aug 3, 2021	Yes
69819	Mar 23, 2021	2020-2021	Harris	\$60.00	Yes	Aug 8, 2020	Yes
68481	Mar 17, 2021	2020 D-9 Shooting Sports Coaches Training (Rosenburg, TX)	Harris	\$100.00	Yes	Dec 1, 2020	Yes

- Click the Invoice button.

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Invoice

Bill Details

Invoice #	154950
County	Harris
Type	Enrollment
Date Created	11/12/2021
Amount Due	\$20.00
Amount Outstanding	\$20.00
Program Year	2021-2022
Received	No
Notes	

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.

CONTINUE TO MAILING INSTRUCTIONS