

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.

- Home
- Settings
- Managers
- Members
- Participation
- Registrations
- Broadcasts
- Animals
- Enrollments
- Events
- Group Enrollment
- Activities
- Awards
- Groups
- Clubs
- Screenings
- Trainings
- Bills

Bills

[+ Add Bill](#)

Invoice #	Date	Related To	County	Due	Received	Processed	Paid
156382	Nov 17, 2021	2021 - 2022 District 11 Archery Meet	Aransas	\$75.00	No		No
155486	Nov 15, 2021	2021 - 2022 District 11 Archery Meet	Aransas	\$25.00	No		No
154242	Nov 9, 2021	2021 South Region Coach Training- Kerrville	Aransas	\$100.00	No		No
154241	Nov 9, 2021	2021 Coastal Bend 4-H Sportfishing Day, July 20, 2021 - Rockport, TX	Aransas	\$15.00	No		No
154240	Nov 9, 2021	2021 Auxillary - Texas 4-H Dog Show	Aransas	\$5.00	No		No
154239	Nov 9, 2021	2020 -2021 D11 4-H Shooting Sports Coaches Training - January 9, 2021, Victoria, TX	Aransas	\$100.00	No		No
144540	Oct 20, 2021	2021-2022	Aransas	\$10.00	Yes	Oct 26, 2021	Yes
138586	Oct 12, 2021	2021-2022	Aransas	\$25.00	Yes	Oct 26, 2021	Yes
129055	Sep 24, 2021	2021-2022	Aransas	\$10.00	Yes	Oct 12, 2021	Yes
129056	Sep 24, 2021	2021-2022	Aransas	\$75.00	Yes	Oct 12, 2021	Yes

- Click the Invoice button.

- Home
- Settings
- Managers
- Members
- Participation
- Registrations
- Broadcasts
- Animals
- Enrollments
- Events

County Bill

Bill Details
Invoice

Invoice #	156382
County	Aransas
Type	Event Registration
Event	2021 - 2022 District 11 Archery Meet

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