

REVIEW STEPS BEFORE CONTINUING TO NEXT PAGE

STEP 1 RECORDING PAYMENT

Recording Enrollment 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 state that in the payment notes.

STEP 2 CREATING 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 invoice. Enrollment bills will be separated by the member role (adult or youth). The bill will include the members that indicated they would pay by check and the county has marked that they have received payment.

STEP 3 PRINTING INVOICE

The county invoice must arrive with the check in the same envelope to process correctly.

These instructions will show how to download the PDF format of the invoice in order to print.

STEP 4 PREPARING AND MAILING

Tips have been developed for preparing the check correctly with regular versus rush delivery instructions.

Also a check and envelope example are included.

STEP 5 PAYMENT STATUS

Check the status often and review the process for invoice and check processing.

A member is not active until all steps and processes have been done correctly.

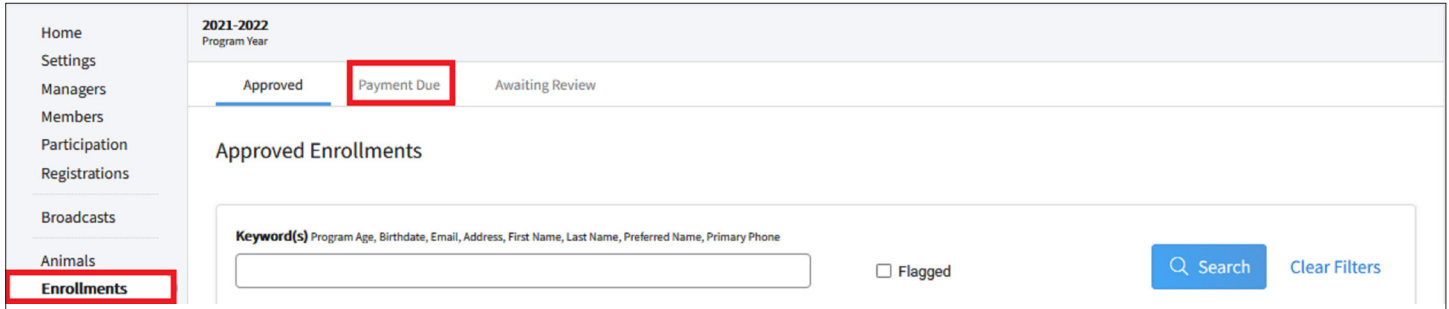
CONTINUE TO NEXT PAGE FOR INSTRUCTIONS

INVOICING STEPS MUST BE DONE IN ORDER

STEP 1 - RECORDING PAYMENT

Recording Enrollment 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.

- Click the Enrollments link in the navigation pane on the left side of the screen.
- Click the Payment Due subtab.



2021-2022 Program Year

Approved **Payment Due** Awaiting Review

Approved Enrollments

Keyword(s) Program Age, Birthdate, Email, Address, First Name, Last Name, Preferred Name, Primary Phone

Flagged

- Members that have submitted an enrollment, indicated they would make payment in the county office and have been approved by the county office will appear on the list. Click the member's name to record their payment information.



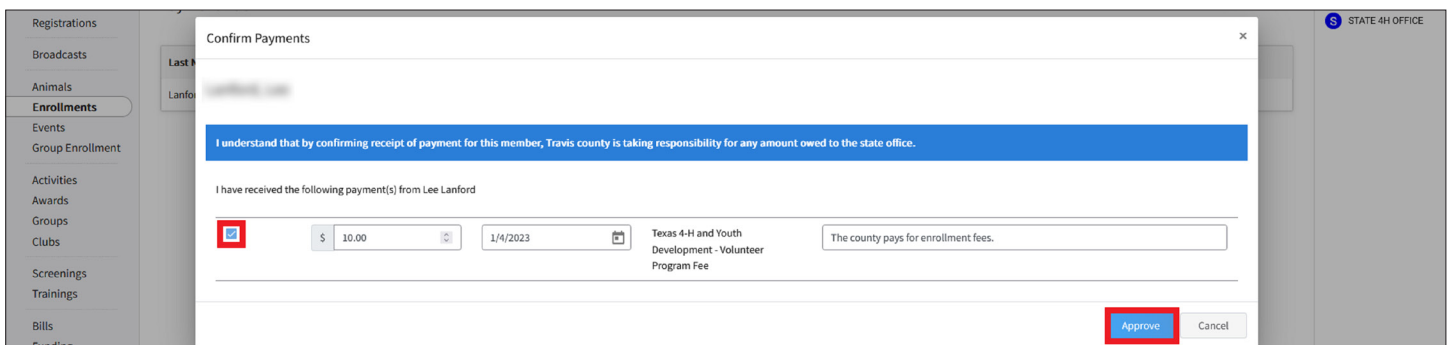
2020-2021 Program Year

Approved **Payment Due** Awaiting Review

Payment Due

Last Name	First Name	Total Due
Smith	OSally	30

- Click the checkbox to confirm that the enrollment/application 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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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.

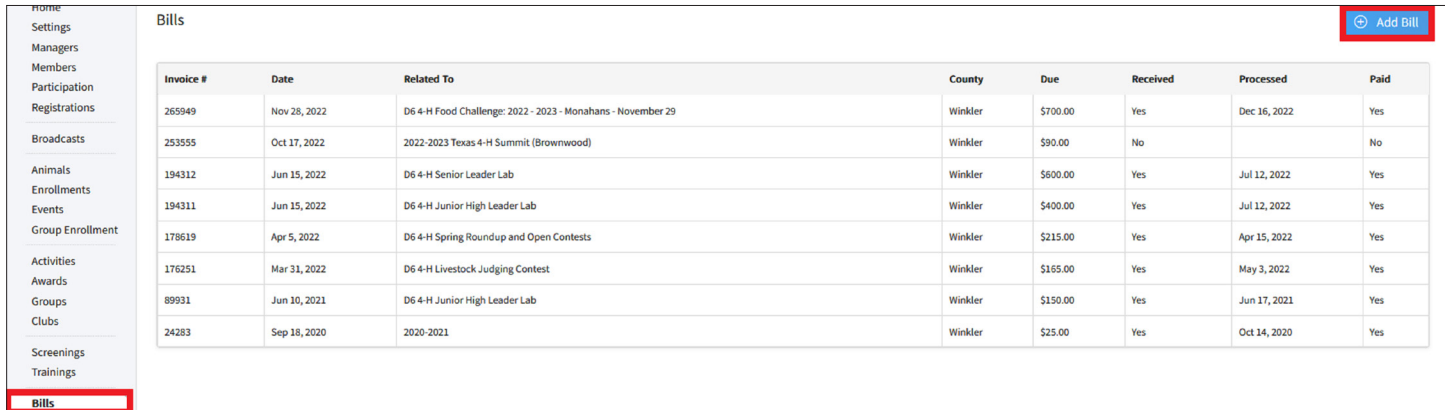
CONTINUE TO CREATING THE INVOICE INSTRUCTIONS

INVOICING STEPS MUST BE DONE IN ORDER

STEP 2 - CREATING THE INVOICE

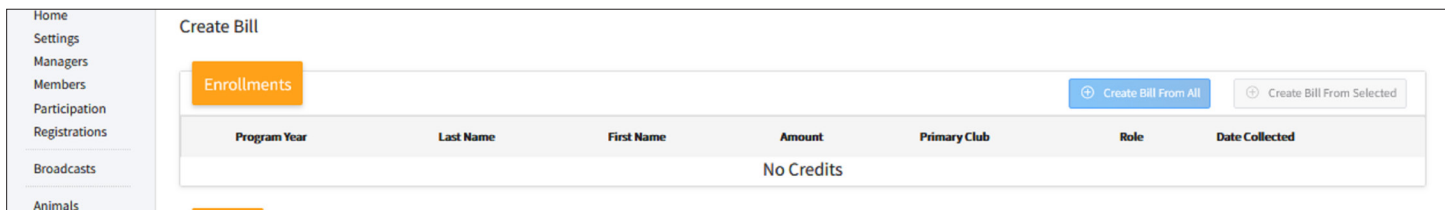
The county manager has to create the invoice. Once this step is done you cannot undo it. Before You Start - **You must complete step 1 first.** County Managers with the appropriate permissions can create a County Bill. Enrollment bills will be separated by the member role (adult or youth). The bill will 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.



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

The invoice is automatically generated by the system and cannot be edited or deleted.
A separate bill will be created for each member type.
Refresh the screen and other payments due will be displayed to create and invoice for.

Individuals should only be added to an invoice and the total paid as indicated.
A payment cannot be changed once it's approved at the county level.

CONTINUE TO THE PRINTING THE INVOICE INSTRUCTIONS

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
271532	Dec 9, 2022	2022-2023	Brazos	\$120.00	Yes	Aug 1, 2023	Yes
265425	Nov 21, 2022	2022-2023	Brazos	\$30.00	Yes	Aug 1, 2023	Yes
264192	Nov 14, 2022	2022-2023	Brazos	\$330.00	Yes	Nov 17, 2022	Yes
256270	Oct 21, 2022	2022-2023	Brazos	\$950.00	Yes	Aug 1, 2023	Yes
245279	Oct 4, 2022	2022 Texas 4-H Leadership Conference - FIRST PAYMENT or FULL (Pre-Selected)	Brazos	\$1,600.00	Yes	Oct 12, 2022	Yes
239664	Sep 23, 2022	2022-2023	Brazos	\$125.00	Yes	Aug 1, 2023	Yes
239646	Sep 23, 2022	2022-2023	Brazos	\$100.00	Yes	Aug 1, 2023	Yes
232117	Sep 13, 2022	2022-2023	Brazos	\$10.00	Yes	Aug 1, 2023	Yes
232118	Sep 13, 2022	2022-2023	Brazos	\$100.00	Yes	Aug 1, 2023	Yes
192636	Jun 2, 2022	District 9 4-H Leadership Lab	Brazos	\$210.00	Yes	Jun 3, 2022	Yes

- Click the Invoice button.

Invoice #	County	Type	Date Created	Amount Due	Amount Outstanding	Program Year	Received	Notes
273187	Angelina	Enrollment	1/3/2023	\$25.00	\$25.00	2022-2023	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

ENROLLMENT

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: Program enrollment and application fee 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 Payable to: Texas A&M AgriLife Extension 2473 TAMU College Station, TX 77843		INVOICE INVOICE # 273187 INVOICE DATE 01/03/2023 STATUS Draft	
BILL TO Angelina County			
DESCRIPTION Program fee -		QTY 1	PRICE \$25.00
		TOTAL \$25.00	
Recorded Name: Recorded Parent/Guardian: Recorded Manager: Date of Consent:			

CONTINUE TO THE PREPARING AND MAILING

INVOICING STEPS MUST BE DONE IN ORDER

STEP 4 - PREPARING AND MAILING

CLUB OR COUNTY CHECK PAYABLE TO: TEXAS A&M AGRILIFE EXTENSION

COUNTY PAYMENT CHECKLIST

TOP 5 REASONS PAYMENTS ARE RETURNED ARE BOLDED AND HIGHLIGHTED BELOW

Check: Amount in numeric form (in the box) matches the amount in words(on the line).
Check: Amounts on the check must match the invoice amount exactly.
Check: Must be from a county or club since personal checks cannot be accepted.
Check: Payable to has to contain the words "Texas A&M AgriLife Extension".
Check: Primary required signature on the correct line.
Check: Secondary required signature on the correct line or a note on why it's not being provided.
Check: Check and invoice must be in the same envelope. Invoice exclusion causes processing delay.
Invoice: Invoices can be combined on one check as long as the total matches the check amount.
Invoice: Should not have any noted changes about members listed or amounts.
Payments arrive quicker when the words "4HOnline Business Office" is on the envelope somewhere.

COUNTY CHECK EXAMPLE

COUNTY ENVELOPE EXAMPLE



County or Club Name: Any Street, Anytown Tel: (001) 555-0000 0001
DATE: 1-1-2024
Pay to must contain the words as shown below:
PAY TO THE ORDER OF: **Texas A&M AgriLife Extension** \$ 110.00
One hundred and ten dollars ← Must Match 0/100 DOLLARS
My Bank: Any Street, Anytown Tel: (001) 555-5555
RE: Invoice #000000 - No requirements here
Signatures: John Smith (First Signature Required), Ann Vogel (Second Signature or note to tell us why not provided.)
Security Features included. Details on back.

County Name
County Mailing Address
City, State, Zip Code

Texas A&M AgriLife Extension-4HOnline
2473 TAMU
College Station, TX 77843-2473

RUSH DELIVERY

REGULAR DELIVERY

Overnight USPS, FedEx, UPS, or Lonestar:
Texas A&M AgriLife Extension-4HOnline
Texas A&M University
1470 William D Fitch Parkway
College Station, TX 77845

Texas A&M AgriLife Extension-4HOnline
2473 TAMU
College Station, TX 77843-2473

Do not overnight to 2473 TAMU since it takes a few extra days to get to us after the mailroom receives it. The State 4-H Office is not responsible for mail that is not delivered as promised by the shipping company.

CONTINUE TO PAYMENT STATUS INSTRUCTIONS

INVOICING STEPS MUST BE DONE IN ORDER

STEP 5 - CHECKING PAYMENT STATUS

- Click the Bills link in the navigation pane on the left side of the screen.
- On the browser click to refresh or reload the screen to update the screen with the most current invoice information.
- Locate the invoice Received column from the list of invoices that are displayed on the screen. The received column will display a Yes if the payment has been received and processed.

Invoice #	Date	Related To	County	Due	Received	Processed	Paid
260910	Nov 1, 2022	2022-2023	El Paso	\$150.00	No		No
260909	Nov 1, 2022	2022-2023	El Paso	\$10.00	No		No
255832	Oct 20, 2022	2022-2023	El Paso	\$250.00	No		No
255831	Oct 20, 2022	2022-2023	El Paso	\$575.00	No		No
173897	Mar 23, 2022	2021 - 2022 D6 4-H Shooting Sports Coaches Training - Monahans TX -April 9	El Paso	\$105.00	Yes	Apr 12, 2022	Yes
169854	Mar 8, 2022	2021-2022	El Paso	\$90.00	Yes	Aug 7, 2021	Yes
129895	Sep 27, 2021	2021-2022	El Paso	\$550.00	Yes	Nov 23, 2021	Yes
70847	Mar 25, 2021	2020-2021	El Paso	\$90.00	Yes	Aug 8, 2020	Yes
64715	Feb 10, 2021	2020-2021	El Paso	\$295.00	Yes	Aug 8, 2020	Yes
64338	Feb 5, 2021	2020-2021	El Paso	\$30.00	Yes	Feb 9, 2021	Yes

CHECKS ARE MARKED RECEIVED AND PROCESSED WHEN:

CHECK AND INVOICE ARE ACTUALLY RECEIVED IN THE STATE 4-H OFFICE.

CHECK AMOUNTS IN NUMERIC FORM (IN THE BOX) MATCHES THE AMOUNT IN WORDS(ON THE LINE).

CHECK AMOUNTS ON THE CHECK MATCH THE INVOICE AMOUNT EXACTLY. NO NOTED CHANGES.

CHECK IS FROM A COUNTY OR CLUB SINCE PERSONAL CHECKS CANNOT BE ACCEPTED.

CHECK IS PAYABLE TO CONTAIN THE WORDS "TEXAS A&M AGRILIFE EXTENSION".

CHECK PRIMARY REQUIRED SIGNATURE ON THE CORRECT LINE.

CHECK SECONDARY REQUIRED SIGNATURE ON THE CORRECT LINE OR A NOTE ON WHY IT'S NOT BEING PROVIDED.

THE ACTUAL CHECK HAS TO BE RECEIVED IN THE STATE 4-H OFFICE

CHECKS CANNOT BE FED THROUGH THE BANK'S CHECK MACHINE UNTIL THE ACTUAL CHECK HAS BEEN RECEIVED.

THE INVOICE IS MARKED AS RECEIVED AFTER THE CHECK HAS BEEN SCANNED AND DEPOSITED INTO THE BANK.

THE PROCESSED DATE IN 4HONLINE HAS TO MATCH THE DEPOSIT DATE WITH THE BANK.

FALSE INFORMATION INCLUDING AN INVOICE PROCESSED DATE CANNOT BE ENTERED INTO 4HONLINE.

AN INVOICE STATUS CANNOT EDITED ONCE IT IS RECEIVED AND PROCESSED IN 4HONLINE.

QUESTIONS ON CHECK STATUS PLEASE CONTACT JILL MARKLEY: jill.markley@ag.tamu.edu

DIFFERENT INVOICE TYPES EXPLAINED

COUNTY INVOICE - NOT PAID

When a county invoice is created the system assigns an invoice number, invoice date and the status is changed to draft. All members on the invoice are assigned a pending payment status.

Texas 4-H Youth Program		INVOICE	
Payable to: Texas A&M AgriLife Extension 2473 TAMU College Station, TX 77843		INVOICE #	258567
BILL TO Bandera County		INVOICE DATE	10/28/2022
		STATUS	Draft
DESCRIPTION	QTY	PRICE	TOTAL
Program fee :	1	\$25.00	\$25.00
Program fee :	1	\$25.00	\$25.00
Program fee :	1	\$25.00	\$25.00
Program fee :	1	\$25.00	\$25.00
Program fee :	1	\$25.00	\$25.00
TOTAL			\$125.00

COUNTY INVOICE - PAID

If the State office receives a matching invoice and check then the system is updated. The invoice updates the paid date and paid status. All members on the invoice are assigned a paid payment status.

Texas 4-H Youth Program		INVOICE	
Payable to: Texas A&M AgriLife Extension 2473 TAMU College Station, TX 77843		INVOICE #	263783
BILL TO Anderson County		INVOICE DATE	11/11/2022
		STATUS	Paid
		PAID DATE	11/11/2022
		PAID AMOUNT	\$75.00
DESCRIPTION	QTY	PRICE	TOTAL
Program fee :	1	\$25.00	\$25.00
Program fee :	1	\$25.00	\$25.00
Program fee :	1	\$25.00	\$25.00
TOTAL			\$0.00

FAMILY INVOICE - CHECK

When an enrollment is approved by the county office a family invoice is created. The system automatically assigns a status of PAID even though it may not be paid yet. This status is being pulled from the CHECK payment button that the family clicks on the enrollment when checking out. The status of a check payment can only be seen by the county office bills screen. Disregard the Paid Amount as \$0.00. This area is used in other states but does not apply to what Texas 4-H does. If an enrollment is active the fee has been received and paid.

Texas 4-H Youth Program		INVOICE	
Payable to: Texas A&M AgriLife Extension 2473 TAMU College Station, TX 77843		INVOICE #	259376
BILL TO		INVOICE DATE	10/30/2022
		STATUS	Paid
		PAID DATE	11/29/2022
		PAID AMOUNT	\$0.00
DESCRIPTION	QTY	PRICE	TOTAL
Texas 4-H and Youth Development - Club Member Program Fee	1	\$25.00	\$25.00
County check payment applied to (Texas 4-H and Youth Development - Club Member Program Fee)	1	\$25.00	-\$25.00
TOTAL			\$25.00

FAMILY INVOICE - CREDIT CARD PAID

When an enrollment is approved by the county office a family invoice is created and is viewable to the county only. The purpose of the family invoice to show the no-refund policy and signatures that go with it. The paid amount will show the total amount paid. If a credit card is declined a family invoice is not created and the enrollment is not approved.

Texas 4-H Youth Program		INVOICE	
Payable to: Texas A&M AgriLife Extension 2473 TAMU College Station, TX 77843		INVOICE #	205888
BILL TO		INVOICE DATE	08/15/2022
		STATUS	Paid
		PAID DATE	08/15/2022
		PAID AMOUNT	\$25.00
DESCRIPTION	QTY	PRICE	TOTAL
Texas 4-H and Youth Development - Club Member Program Fee	1	\$25.00	\$25.00
TOTAL			\$0.00

FAMILY INVOICE - NO REFUND POLICY

The purpose of the family invoice to show the no-refund policy and signatures that go with it. If an enrollment is active the fee has been received and paid.

Texas 4-H Youth Program		INVOICE	
Payable to: Texas A&M AgriLife Extension 2473 TAMU College Station, TX 77843		INVOICE #	285115
BILL TO		INVOICE DATE	11/18/2022
		STATUS	Paid
		PAID DATE	11/21/2022
		PAID AMOUNT	\$0.00
DESCRIPTION	QTY	PRICE	TOTAL
Texas 4-H and Youth Development - Club Member Late Program Fee	1	\$30.00	\$30.00
County check payment applied to (Texas 4-H and Youth Development - Club Member Late Program Fee)	1	\$30.00	-\$30.00
TOTAL			\$30.00
<p>Pay By Computer Terms and Conditions</p> <p>PARTICIPATION FEES AND VOLUNTEER APPLICATION FEES Participation fees are nonrefundable once the membership or application has been approved by the county office. Once a Volunteer Application has been SUBMITTED into the system the application fee is nonrefundable EVENT AND ACTIVITY REGISTRATION The general refund policy for the Texas 4-H Program is that no refunds are provided to a 4-H member or family once the registration is APPROVED. In extreme circumstances, such as death in immediate family, severe illness/accident, or cancellation of event, refunds will be provided, minus any expenses already incurred by the event/activity. It is the decision of the event coordinator for that particular event if a refund is provided or not, with approval of Texas 4-H Youth Development Program Director. Contact Your Local County Extension Office with questions about refunds ANIMAL VALIDATION All fees paid are non-refundable once an animal validation has been accepted.</p> <p>Recorded Member Name: _____ Recorded Parent/Guardian: _____ Recorded Manager: _____ Date of Consent: 11/21/2022</p>			