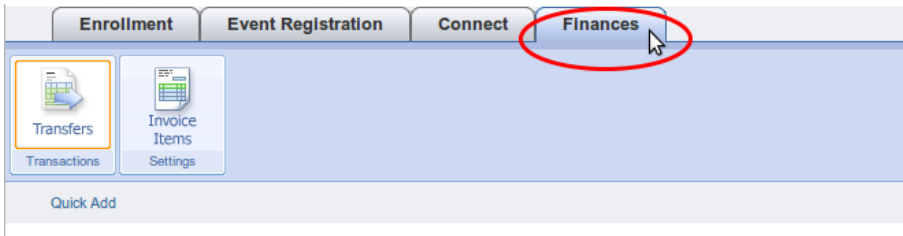
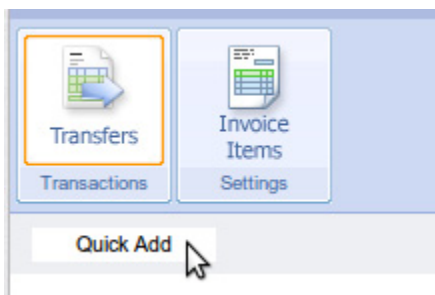


Instructions for Counties – How to Create an Invoice & Totals Report

Step 1: Log into your 4hOnline account. Click on the "Finances" tab.



Step 2: Click on the "Transfers" button, then click on the "Quick Add" link.



Step 3: Locate the event that you wish to create an invoice for, and click on the "Create" button that's associated with that event.

► Quick Add Transfer

Event	County	Record Count	Transfer Total	
2011: Colorado: 2011 Shooting Sports Events	Demo	7	207.50	Create

Once you click the "Create" button, the invoice will be created and all of the registration entries that need to be paid will be selected. If you would like, you can click on the Excel icon to create a spreadsheet version of the table that's displayed on the screen (for your own records); *you'll be printing out a PDF version later in this process...*

► Invoice Selection

AVAILABLE INVOICES						
Event	County	Name	Invoice #	Role	Transfer Amount	
<input checked="" type="checkbox"/> 2011: Colorado: 2011 Shooting Sports Events	Demo	Bauder, Leah	635	Youth	77.50	Save to
<input checked="" type="checkbox"/> 2011: Colorado: 2011 Shooting Sports Events	Demo	Bauder, Racheal	645	Youth	7.50	
<input checked="" type="checkbox"/> 2011: Colorado: 2011 Shooting Sports Events	Demo	Corliss, Clay	637	Youth	27.50	
<input checked="" type="checkbox"/> 2011: Colorado: 2011 Shooting Sports Events	Demo	Duck, Daffy	883	Youth	17.50	
<input checked="" type="checkbox"/> 2011: Colorado: 2011 Shooting Sports Events	Demo	Tetrus, Darrin	640	Youth	32.50	
<input checked="" type="checkbox"/> 2011: Colorado: 2011 Shooting Sports Events	Demo	Tetrus, Telly	639	Youth	32.50	
<input checked="" type="checkbox"/> 2011: Colorado: 2011 Shooting Sports Events	Demo	White, David	644	Youth	12.50	

Exit Save

Step 4: Make sure that all individuals have been selected who need to be included in the invoice. Then save the invoice by clicking on the "Save" button.

► Invoice Selection

AVAILABLE INVOICES						
Event	County	Name	Invoice #	Role	Transfer Amount	
<input checked="" type="checkbox"/> 2011: Colorado: 2011 Shooting Sports Events	Demo	Bauder, Leah	635	Youth	77.50	
<input checked="" type="checkbox"/> 2011: Colorado: 2011 Shooting Sports Events	Demo	Bauder, Racheal	645	Youth	7.50	
<input checked="" type="checkbox"/> 2011: Colorado: 2011 Shooting Sports Events	Demo	Corliss, Clay	637	Youth	27.50	
<input checked="" type="checkbox"/> 2011: Colorado: 2011 Shooting Sports Events	Demo	Duck, Daffy	883	Youth	17.50	
<input checked="" type="checkbox"/> 2011: Colorado: 2011 Shooting Sports Events	Demo	Tetrus, Darrin	640	Youth	32.50	
<input checked="" type="checkbox"/> 2011: Colorado: 2011 Shooting Sports Events	Demo	Tetrus, Telly	639	Youth	32.50	
<input checked="" type="checkbox"/> 2011: Colorado: 2011 Shooting Sports Events	Demo	White, David	644	Youth	12.50	

Exit Save

After saving the invoice, if for any reason you need to remove anyone from the payment listing, click on the "Select Invoices" button and it will take you back to the previous screen where you can uncheck the desired individual(s) from the list.

Balance Due: \$207.50 [Add Payment](#)

Finances: Transactions: Transfers: Transfer

Exit Delete Select Invoices >

Step 5: Click the "Add Payment" button.

Balance Due: \$207.50 Add Payment

A window will pop up on your screen. Enter the check number and click the "Save" button.

Check test

Payment [close]

Amount: 207.50

Date: 7/26/2011

Number:

Method: Check

Status: Pending

Save

Step 6: If for some reason you have changes to make, for instance you have had some cancellations, you can click on the Select Invoices button and make changes from the window that pops up.

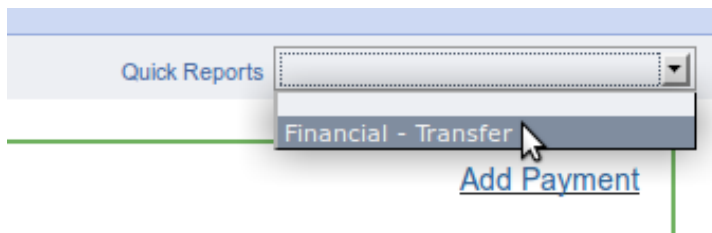
Step 7: **IMPORTANT!** Once you are certain that you will have no further changes to make with registrations, you will want to click the Submit button. This will allow the State office to receive your invoice once your check arrives and complete the payment process for your county through 4hOnline.

Balance Due: \$160.00					Add Payment
Date	Payment Amount	Payment Method	Payment Number	Payment Status	
11/02/2011	160.00	Check	111111	Pending	

Finances: Transactions: Transfers: Transfer

Exit Delete [Select Invoices >](#) [Submit](#)

Step 8: Next to the words “Quick Reports”, click on the drop-down menu and select the “Financial – Transfer” link. This will produce a PDF report that includes a dollar total as well as a listing of all registered individuals who were included in the invoice. Save and print this report. **PLEASE MAIL A COPY OF THIS REPORT WITH YOUR PAYMENT.**



Step 7: Payment Information: Please refer to the documentation associated with the event you are paying for to learn more about payment deadlines and details. Most likely, this information can be found on our Events & Opportunities page on the Colorado 4-H website: http://www.colorado4h.org/events_opportunities

- State Conference: http://www.colorado4h.org/events_opportunities/stateconference
- Shooting Sports Events: http://www.colorado4h.org/ss/ss_contest
- Colorado Leadership Camp (CLC): http://www.colorado4h.org/events_opportunities/clc
- Leadership Development Conference (LDC): http://www.colorado4h.org/events_opportunities/ldc
- Youth Fest: http://www.colorado4h.org/events_opportunities/youthfest

Questions?

Please contact Darrin Goodman if you have questions or difficulties with this process.

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