4HONLINE

Creating Consolidated Invoice For Payment

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OVERVIEW

When you are paying for registrations for multiple youth or adults to attend a state event, you can create a single invoice for ease of payment.

GETTING STARTED

You must have confirmed the registration before you can generate invoices. Only confirmed registrations will appear in the list for payment.

CREATING THE INVOICE

- On the Events tab, click on the County/Club Checks icon.
- Click on Add Invoice.
- Enter the Check Number for your payment.
- Select the Event from the drop down list.
- The confirmed registrations for this event will be listed. Check the boxes for the ones you wish to pay. You can also use the Check All or Uncheck All buttons.
- Click on either of the Save Invoice buttons to create and save the invoice.

PRINTING THE INVOICE

From the Quick Reports drop down menu, select County – Event Check Payment Invoice. You will get a PDF you can save or print that lists all the registrations and their amounts.

You can reprint an invoice by clicking on the County/Club Checks icon and then clicking the Edit button for the invoice. From there you can select from the Quick Reports drop down menu.

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