Printing Invoices

If you want to print an invoice for an individual, it must be done at the member report section of the family profile.

On the family profile screen, scroll down to the “Member Reports” section. Click on the Member drop down arrow and choose the member that you want to print an invoice for. Then click on the Report drop down arrow to get a list of reports that can be done on the member. Select the “Enrollment Invoice”. Once it is selected a PDF version of the report will be created. Note other reports that families can run from their profile screen.
Recording Payment - Option 1

In 2012-2013 there was a “Manager Only” section on a youth member’s record where program development fee could be recorded. A duplicate of the section has been added so you can record 2013- 2014 without damaging your 2012-2013 records.
The payment of fees can be recorded in another section, with considerably less detail. When in county manager, there is a tab for “Finances”. Select the Finances tab. Then select the “Payment” button. A list will come up of all the enrolled members (adult and youth).

Under status (green arrow), everyone will show up as “Pending” or “Received”, indicating whether payment has not been received (Pending) or has been received (Received). Don’t confuse this payment “Pending” with enrollment status “Pending”, they are two different uses of the same word. If you receive payment for an individual, you can check the box by the left edge (orange arrow) corresponding to that member, then click the “Mark County/Club Check as Received” button (red arrow), and the status will change from “Pending” to “Received”. You can check as many boxes as you want before clicking the “Mark County/Club Check as Received” button. Note, balance does not change when the status changes from pending to received, it depends on the info on the invoice. If you want a quick listing of all that have not paid yet, you could click on the “Status” (green arrow) and it will sort by that column into received and pending. In the amount column, if there is an amount other than 0.00, that individual is a youth member. If the “Amount” column shows 0.00, that person is an adult member (leader). Also note, this section must be done manually, clicking the boxes and hitting the buttons. It is not tied to information entered in the Manager Only section (Option 1).