

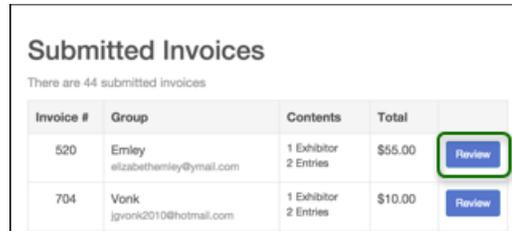
## Approving Entries and Payments

### Before You Start

After families submit their entries to your fair, they must be approved before they become active. Additionally, if there are fees associated with your fair, cash or check payments (not credit cards) must be recorded and verified.

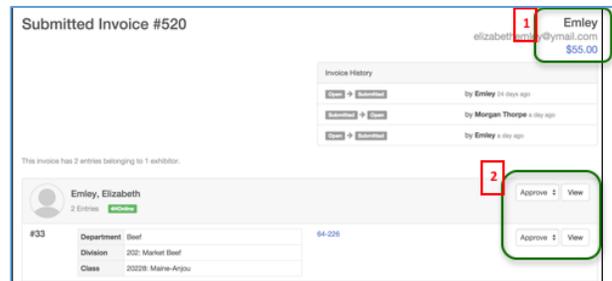
### Approving Entries

1. Click on the Approval menu.
2. On the approval screen, there is a list of submitted invoices. Click Review next to the invoice/entries to be approved. (Note that the invoices are listed by family name, not by individual. More than one family member will likely be included on the invoice.)



| Invoice # | Group                             | Contents                 | Total   |  |
|-----------|-----------------------------------|--------------------------|---------|--|
| 520       | Emley<br>elizabethemley@gmail.com | 1 Exhibitor<br>2 Entries | \$55.00 | <span style="border: 1px solid green; padding: 2px;">Review</span> |
| 704       | Vonk<br>jvonk2010@hotmail.com     | 1 Exhibitor<br>2 Entries | \$10.00 | <span style="border: 1px solid blue; padding: 2px;">Review</span>  |

1. On the Invoice review screen, there is a **1) Colored \$ amount** – click on the amount to view the invoice detail, and **2) Approve** drop-down option next to the exhibitor’s name and also next to each entry for that exhibitor.
2. You can Approve or Reject all of an exhibitor’s entries (next to their name), or Approve or Reject a specific entry (next to the class).
3. In most cases, you will select **Approve** next to the exhibitor’s name.
4. Click **View** next to their name or class entry to show specific information for that exhibitor (answers to fair-level questions), or that entry (department questions, animal ID info, etc.)
5. If you Reject an entry, a message option will appear in pink. Type in a specific message for the family with the error that needs corrected.
6. When you have reviewed all entries, scroll down and Submit Approvals/Rejections.



Submitted Invoice #520

Invoice History

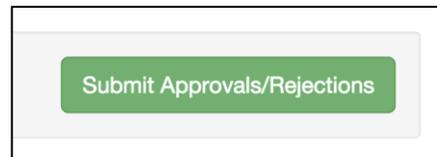
- Approved by Emley 24 days ago
- Approved by Morgan Thorpe 4 days ago
- Approved by Emley 4 days ago

This invoice has 2 entries belonging to 1 exhibitor.

Exhibitor: Emley, Elizabeth (2 Entries)

Entry #33: Department: Beef, Division: 202: Market Beef, Class: 20229: Maine-Arjpu

Actions: Approve View



7. If you reject an entry and Submit, an email will be sent to the exhibitor containing the message you typed in the pink section. The exhibitor can login, make the correction and re-submit, at which time the amended entry/exhibitor can be approved.



## Approving/Recording Payments

### (If fees are associated with entry to your fair)

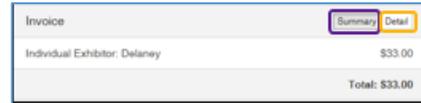
After an entry has been approved, payment details must be entered (confirming payment received if it wasn't submitted via credit card).

8. Click the Invoices menu.
9. Click View next to the exhibitor/family whose payment you are recording.
10. On the Payment-Pending Invoices screen, there is a Print Invoice button. It may be important for you to print that invoice, either to attach to a check, or as a record of the entry/payment. If it is, print it before you enter payment details.

|      |  |                           |          |   |                      |
|------|--|---------------------------|----------|---|----------------------|
| #85  | Youngblood<br>james.patrick.youngblood@gmail.com | 1 Exhibitor<br>8 Entries  | \$140.00 | Submitted 4/25/2015<br>Approved 4/27/2015 | <a href="#">View</a> |
| #86  | CE5mith<br>cesmith4online@gmail.com              | 2 Exhibitors<br>2 Entries | \$26.00  | Submitted 5/06/2015<br>Approved 5/09/2015 | <a href="#">View</a> |
| #101 | Clover<br>clover@nrcmail.com                     | 2 Exhibitors<br>6 Entries | \$52.00  | Submitted 4/20/2015<br>Approved 4/20/2015 | <a href="#">View</a> |



11. Also on the Payment-Pending Invoices screen, you can view a Summary of the money owed per exhibitor or view a Detail report of the entry & fees. Select the links for Summary or Detail in the Invoice title bar.



1. After you have reviewed the invoice, click Enter Check Details to enter payment information. Enter the check number in the top box, amend the amount and date if necessary. Add notes to explain any unusual payment circumstances. **\*\*For cash payments, enter 0000 in the check number box, and note "cash" in the Notes box.**
2. When you are finished, Save Check Details.

## Tips

After invoices have been approved, families will be able to login to FairEntry and create additional invoices (entries). They are not able to do that while the previously-submitted entries are Pending approval.

