

## County Manager Creating a County Bill for Events

### Before You Start

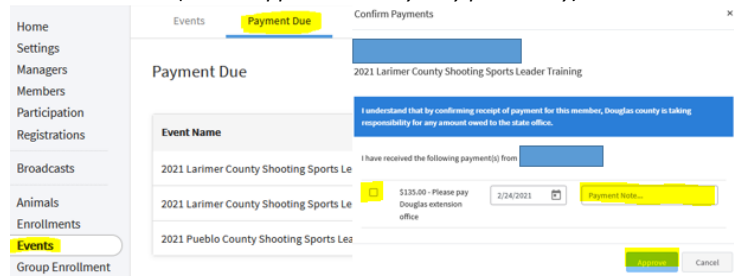
County Managers with the appropriate permissions can create a County Bill. Event bills will be separated by the specific event. The bill will include the fee amount indicated.

### Steps

1. Click on **Events | Payment Due**.
2. Click on member to apply payment.  
**In Payment Note Area, use 1 option below:**
  - a. Check Number
  - b. Credit Card (internal to county)
  - c. Awaiting Payment
3. Click checkbox and **Approve**.

### Screenshots

(Screen appearance may vary per county)



4. Click **Bills | Add Bill**.
5. Scroll Down and locate Events section.
6. Click **Create Bill from All** or select checkbox for 1 or more and Click **Create Bill from Selected**.



Invoice #	Date	Related To	County	Due	Received	Processed	Paid
10532	Feb-24, 2021	2021 Morgan County Shooting Sports Leader Training	Douglas	\$540.00	No		No
10488	Feb-24, 2021	2021 Morgan County Shooting Sports Leader Training	Douglas	\$135.00	No		No

7. The Bill is automatically generated in the system.
8. Click **Bills** (again), the county should send or transfer the funds to the designated recipient.
9. County Managers may review the list of County Bills and the status of them. The Received column will indicate Yes or No whether the marked the payment as received.



10. Printing an invoice to send in with the check. Click on the Bill, in the top right click on the Invoice button. Send in the invoice along with the check payment.

