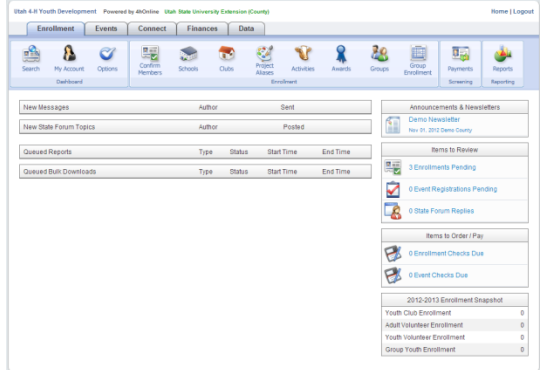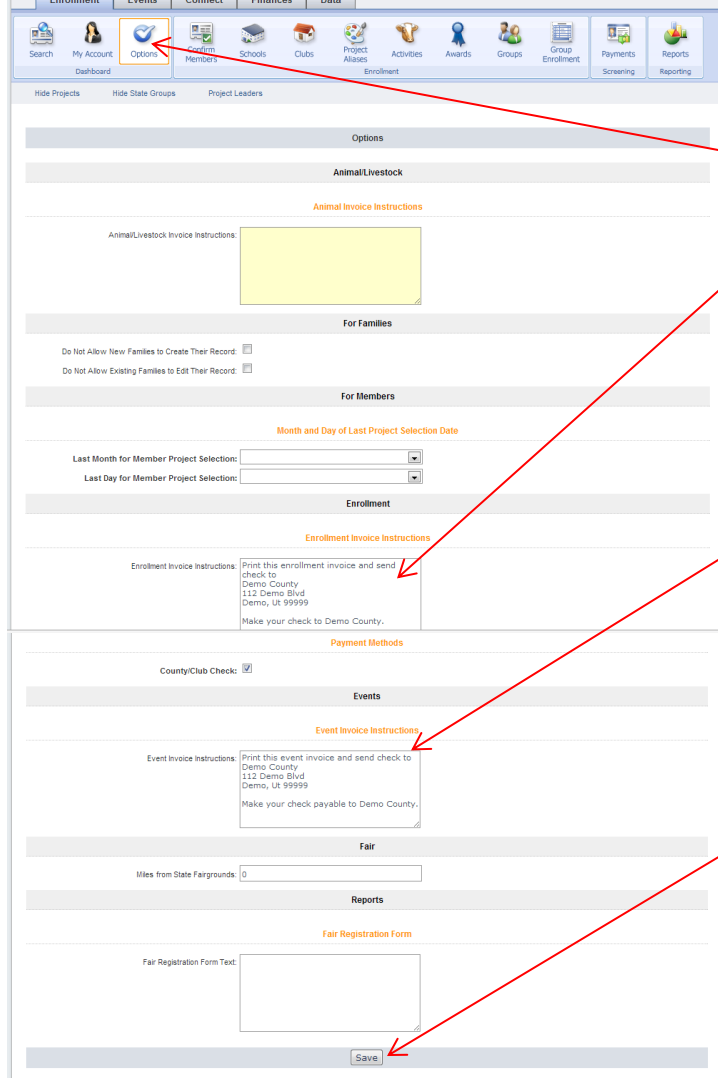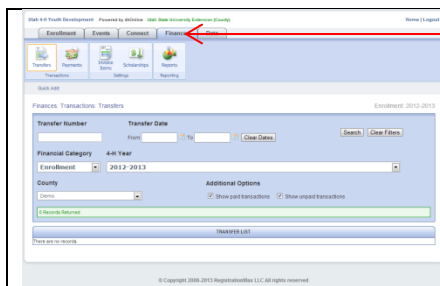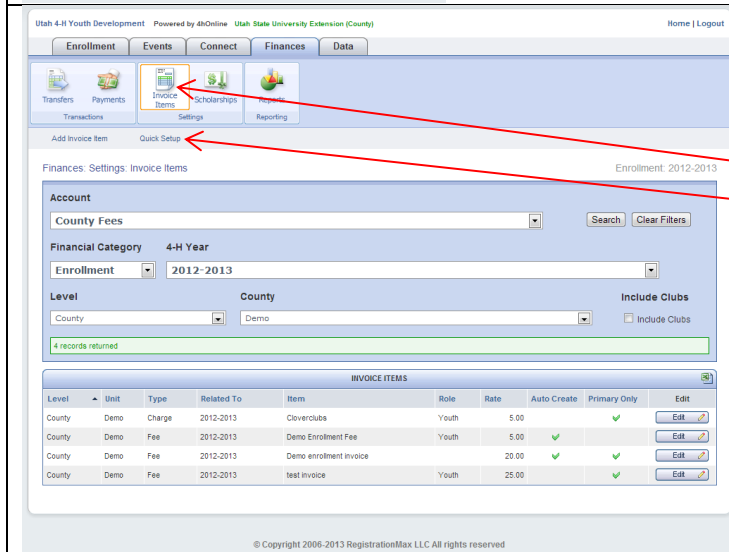# Setting up County 4-H enrollment fees/discounts in ut4honline.
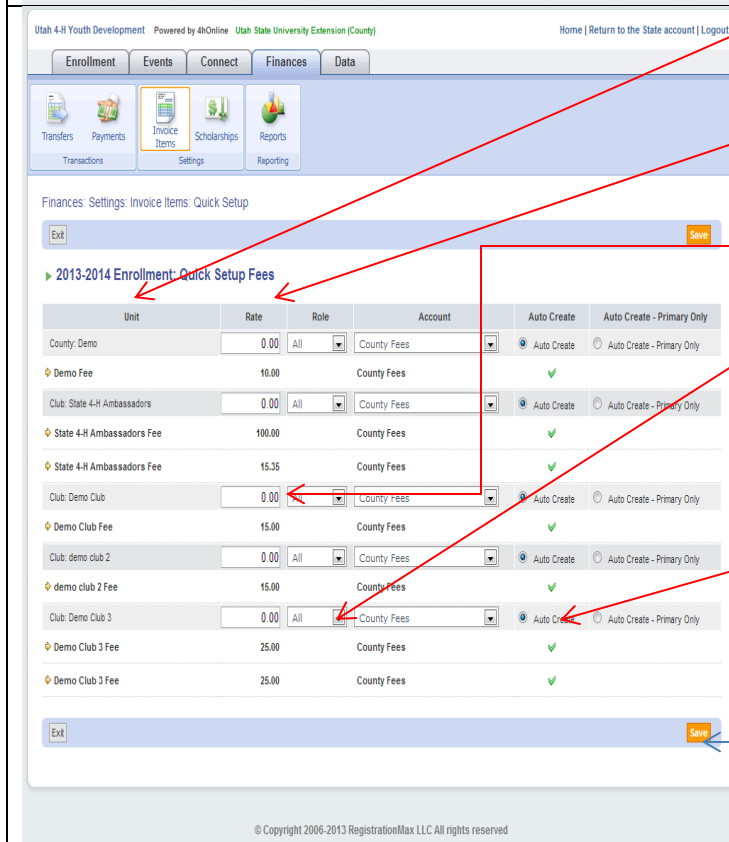

Each county should have only one manager create enrollment fees and or discounts. (Although any 4H online county manager has the capability to create fees or discounts for invoices, if every county manager sets up an enrollment fee when they are logged into the system then enrollment fees created by each manager will show up on the members invoice.)

First, you will set up your county specific invoice instructions that appear on each member's invoice.

Log into 4h-online as a county manager.
1. Click on the options icon.

2. Enter your county specific instructions that become part of the invoice for Enrollment. This could be instructions to mail or bring their payments to your county 4H office with your address.

and then

3. Enter your county specific instructions that become part of the invoices for Event Registrations. *(You can override these instructions when you set up an event registration.)*

If these instruction boxes are left blank the invoice instructions default to the following statement "Please send your payment to your county 4-H office with a copy of this invoice."

4. Click the Save button.

Click on the Finances tab.

Method 1.
Setting up Enrollment Fees.

1. Click the "Invoice Item" icon.
2. Click the Quick Setup link. This is a quick and easy way to set up enrollment fees. Quick Setup only works with "fees." You cannot set up discounts in Quick Setup.

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3. Your county and all of your clubs will appear in the Unit column.

4. You can set the enrollment fee for your county 4H members in the Rate column.

5. If a club charges additional fees that your county office collects you would set the rates for that club.

6. In the Role column you set who the fees apply to: All (both adults and Youth), Youth, or Adults. *(If you have different enrollment fees for adults and youth you will need to set up an invoice item for youth and a separate invoice item for adults.)*

7. For county level enrollment fees always select the Auto Create button which means the item will automatically be added to the invoice of new member enrollments.

8. Press Save

The invoice items created appear here. You can go in and edit any invoice item you created. **Invoice items created by other county managers can only be edited by the county manager that created the invoice item.**

Method 2.
Setting up Enrollment Fees *and/or Discounts*.

Fees are added to invoices, for example your county 4-H enrollment fee.

Discounts are subtracted from invoices. This might include money given to your county to offset enrollment fees or perhaps you have a grant that can be used to cover some or all of particular 4-H members' enrollment fees (i.e. 4-H afterschool grants.)

Select the Add Invoice Item link.

1. Name the invoice item. For example "County 4-H Enrollment Fee" or "4-H Discount"
2. Select Enrollment for the *category*.
3. For *Type* select either "Discount" or "Fee" depending on the type of invoice item being created.
4. Select the members "role" for this invoice item. (**All** applies to all members, **Youth** applies only to youth members, and **Adult** applies only to adult members.)
5. Select the unit where this invoice item applies. The first unit in the dropdown is your county followed by your county's clubs.
6. Enter the default rate. For example 5.00 for five dollars. Do not enter $ signs.
7. Check the Auto Create button if you want the item to be automatically added to the members enrollment invoice. Use this for fees. Leave this unchecked if you are creating a discount item.
8. Enter the Auto create start and end dates. When a member enrollment occurs within this date range the invoice item will automatically be added to their enrollment invoice. You may want to use 10/01/2012 as the start date and 09/30/2013 for the end date.

The invoice items created appear here. You can go in and edit any invoice item you created. **Invoice items created by other county managers can only be edited by the county manager that created the invoice item.**

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