



1. Log into 4-H CONNECT.
2. Click the [Finances] tab.
3. Click the [Transfers] icon.
4. Click the [Quick Add] link.
5. Scroll down to the section to view all payments by 4H Check that need a transfer invoice created.

Animals - The animals section will list all dog or horse validations that need a transfer invoice created. The validations will be group by the 4-H year.

Year	County	Record Count	Transfer Total	
2011-2012	State Office	3	30.00	Create
140547)	State Office	Doe, John	10.00	

Enrollments - The enrollment section will list all enrollments that need a transfer invoice created. The enrollments will be group by the 4-H year.

Year	County	Record Count	Transfer Total	
2010-2011	State Office	5	90.00	Create

Events - The event registration section will list all events that need a transfer invoice created. The events will be grouped by event name. The registration must have an approved status before it will appear.

Event	County	Record Count	Transfer Total	
2011: TX: 4-H Day At The Texas Capitol	State Office	1	25.00	Create
60128)	State Office	Lepley, Toby	25.00	

6. Click the orange [Create] button.
7. Click on the box to the left of the person to pay for.
8. Click the orange [Save] button.
9. Review the screen and click [Submit].

Year	County	Name	Invoice #	Role	Primary Club	Transfer Amount	
<input checked="" type="checkbox"/>	2014-2015	State Office	Doe, DaughterDoe	419064	Youth	INACTIVE test club	25.00
<input type="checkbox"/>	2014-2015	State Office	Doe, Test	379725	Youth	INACTIVE test club	20.00

Balance Due: \$25.00 [Add Payment](#)

Finances: Transactions: Transfers: Transfer

[Exit](#) [Delete](#) [Select Invoices >](#) [Submit](#)

Transfer

Transfer #	30545
Financial Category	Enrollment
Enrollment Year	2014-2015
Sent From	County: State Office

10. Click [OK] confirm that you are ready to lock the transfer invoice. No changes can be made to the transfer after it is locked.

Submitting this record will permanently lock this transfer, please verify that the invoice selection and transfer amount are correct before submitting. Are you sure you want to submit this record?

[OK](#) [Cancel](#)

11. Click the green [Print Transfer] link. This will produce a PDF file for you to download to your computer and print.

Transfer is available to print [Print Transfer](#)