



1. Log into 4-H CONNECT.
2. Click the [Finances] tab.
3. Click the [Transfers] icon.
4. Click the [Clear Filters] button.
5. Select the [Financial Category] from the drop-down menu. See options:

Animals - Search for transfer invoice for horse or dog Animal validation payments. This is only for payments with a 4H Check.

Enrollment - Search for transfer invoices for enrollments. This is only for payments with a 4H Check.

Event Registration - Search for transfer invoices for events. This is only for payments with a 4H Check.

6. Click the [Search] button. The list of transfers will appear below the blue search box.

Tip: To search for an unpaid transfer invoice click the [Show unpaid transactions] checkbox and click the [Search] button again.

TRANSFER STATUS							
TRANSFER LIST							
Transfer #	Date	Related To	County	Amount	Submitted	Processed	Paid
28285	Mar 31, 2016	2015-2016	State Office	70.00	✓	Mar 31, 2016	✓
28284	Mar 31, 2016	2015-2016	State Office	10.00	✓		

The status will be displayed to the right of the transfer number.

- Submitted Column - The green checkmark means that the county office has locked the amount to be paid in place and can print the transfer invoice. This submitted status cannot be undone.
- Paid Column - The green check mark means that the transfer has been received in the state 4-H office.

PRINT TRANSFER							
TRANSFER LIST							
Transfer #	Date	Related To	County	Amount	Submitted	Processed	Paid
28285	Mar 31, 2016	2015-2016	State Office	70.00	✓	Mar 31, 2016	✓

1. Click the [Edit] button.
2. Click the [Print Transfer] link in green type. This will produce a PDF file for you to download to your computer and print.