

# EMS – Adding Payments

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## Individual Payments

Adjusting payments on EMS is done through Registrant Roster.

1. Start by opening the “Registrant Roster” from your event dashboard.
2. Search for the registrant who the payment will be applied. Filters can be used if the list is long.
3. On the Actions column, click “Payments”

Actions	Regis ID
<a href="#">Registration</a>	
<a href="#">Payments</a>	
<a href="#">Invoice</a>	
<a href="#">Send</a>	
<a href="#">Receipt</a>	27742
<a href="#">Notes</a>	
<a href="#">Cancel</a>	
<a href="#">Late Fee</a>	
<a href="#">Waive Fees</a>	



## CCSwipe

4. Next, you will select the payment method. Payments using our credit card terminal are always Credit Card Swipe.

Balance Due: \$0.00

Event ID: 8299 Registration ID: 270295

Required fields are indicated with an asterisk (\*)

\*Payment Method:

Add Payment

Actions	Date Paid	A
<a href="#">Browse</a>	08/17/2019	\$40.00

Request Refund

5. Select Credit Card Swipe and click Add Payment
6. Make sure the Amount Paid you are entering matches the amount actually paid on the receipt. Sometimes people will do partial payments, or pay for more than one registrant at a time.
7. The Date Paid is the date the payment was taken.
8. Invoice No./Approval Code can be found on the credit card receipt. It is listed as the Approval Code. It can be a mix of letters and numbers.
9. Batch Number is the terminal number from the machine and the batch number from the receipt.
10. Mark the E-mail receipt to customer question Yes and click Add Payment.
11. The balance due should now be accurate with the payment you just added.

**Balance Due: \$0.00**

**Event ID: 8299    Registration ID: 270295**

**Payment Method: Credit Card Swipe Terminal**

Required fields are indicated with an asterisk (\*)

**Credit Card Swipe Terminal Payment Details**

*Amount Paid: <input style="width: 90%;" type="text" value="0.00"/>	*Date Paid (mm/dd/yyyy): <input style="width: 90%;" type="text" value="10/17/2019"/>
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**Credit Card Swipe Terminal Processing Details**

Invoice No./Approval Code: <input style="width: 95%;" type="text"/>	Batch Number: <input style="width: 95%;" type="text"/>
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E-mail receipt to customer?  Yes  No

## Check

4. Select the Payment Method as Check and click Add Payment.

**Check Payment Details**

*Amount Paid: <input style="width: 90%;" type="text" value="0.00"/>	*Check Number: <input style="width: 90%;" type="text"/>	*Date Paid (mm/dd/yyyy): <input style="width: 90%;" type="text" value="10/17/2019"/>
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Check Payor:

Use this optional input to record the check payor, if different from the registrant.  
The input is large enough to include address, city or other payor details that may be useful if a refund might need to be issued.

\*How was check handled?  Bank Deposit     Sent to Campus     Deposited in County Checkbook     Deposited in MSU Account

E-mail receipt to customer?  Yes  No

5. Make sure the Amount Paid matches the check amount.
6. Check Number is on the top right of the check usually.
7. Date Paid is the date we are processing the check.
8. Check Payor is the name and address on the check if not the registrant.
9. How was the check handled should be marked Deposited in MSU Account, unless a county is entering payment. Counties would select Sent to Campus or Deposited in County Checkbook, depending on the situation.
10. Click Add Payment.

## MSU Account Number

4. Select the Payment Method as MSU Account and click Add Payment.

**MSU Account Payment Details**

<b>*Amount Paid:</b>	<b>*Date Paid (mm/dd/yyyy):</b>	
<input type="text" value="0.00"/>	<input type="text" value="10/17/2019"/>	
<b>Chart:</b>	<b>*Account:</b>	
<input type="text" value="MS"/>	<input type="text"/>	
<small>MSU account numbers have 8 characters, the first 2 are letters, the last 6 are numbers.</small>		
<b>Sub-Account Number:</b>	<b>Sub-Account Name:</b>	<b>Project Code:</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

E-mail receipt to customer?  Yes  No

5. Amount Paid is the amount they would like to pay if not the full amount.
6. Date Paid is the date the payment is being entered.
7. All MSU Account payments require an Account. Accounts start with two letters followed by six numbers i.e., DN123456.
  - a. We do not bill ourselves. If you see the Account listed as DN100031 with a subaccount number, check with the finance team before entering. This may need to be a credit or waived fee option.
8. Sub-Account Number, Sub-Account Name and Project Code are all optional.
9. Click Add Payment.

## Cash

4. Select the Payment Method as Cash and click Add Payment.
5. Amount Paid is the amount they would like to pay if not the full amount.
6. Date Paid is the date the payment is being entered.
7. How was cash handled should be Deposited in MSU Account, unless a county is entering the payment. Counties should select Deposited in County Checkbook.
8. Click Add Payment.

## Group Payments

When someone needs to make a payment for more than one individual, group payment allows you to enter one payment that covers multiple individuals.

1. On the event dashboard select Manage Group Payments in the Payment Processing box.
2. Click the Add Group Payment button.
3. In the Registrants to include in report dropdown select Balance Due not equal 0.
4. Click the Update Registrant Listing button.
5. In the Select Registrants to Add to Group Payment box select the registrants the payment will cover.
6. Click Add Registrants.
7. Select the Payment Method from the dropdown box.
8. Click the Create Group Payment button.
9. In the Payment Details section follow the steps in the Individual Payments procedure above.
10. In the Registrants included in group payment section, enter the amount being covered for each individual or use the Distribute Group Payment if everyone is getting the same amount.
11. Click the Complete Group Payment button.