

EMS – Deposit Slips


(This document is not fully accessible. If you required an accessible document please contact ANR Event Services at 517-353-3175 or events@anr.msu.edu.)

Once you have entered payments following the Adding Payment procedure, you will need to send the payments to ANR Event Services for deposit. Before dropping an envelope in the mail, create a deposit slip so everything stays together.

DO NOT mail cash. If cash is collected, use account DN100031 along with the sub-account that will be sent to you shortly after activation by separate email. This will ensure money is deposited into your specific event account. If cash is collected, work with your district support to convert cash payments to a check that can be included in your deposit slip from the Events Management System.

1. On the dashboard, click “Deposit Slips” in the Payment Processing box.
2. Click on how the cash and checks were handled.
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3. Click Select All or add a check mark in the Select Payment column for the individual(s) you are submitting payment for.

Payment Processing

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Deposit Slip: Training

Deposit Slip Settings

How was cash handled: Bank Deposit Money Order Deposited in County Checkbook Deposited in MSU Account

How were checks handled: Bank Deposit Sent to Campus Deposited in County Checkbook Deposited in MSU Account

Select INDIVIDUAL payments to be included on the deposit slip

| Select Payment | Payment ID | Regis ID | Registrant Name | Amount | Date Paid |
|-------------------------------------|------------|----------|-----------------|---------|------------|
| <input checked="" type="checkbox"/> | 1027 | 1360 | Kingsley, Jenna | \$20.00 | 07/29/2019 |

All group payments for this event have been processed.

4. Once you are set for the deposit slip click Create Deposit Slip. Please note the deposit slip only generates once so be sure you are ready and able to print or save before clicking Create Deposit Slip.
5. Print 2 copies of the deposit slip. Mail one copy to ANR Event Services with the checks and keep one for your records. **DO NOT** mail cash.