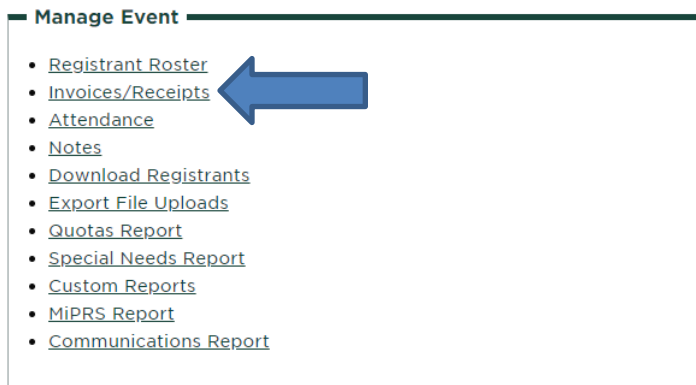


EMS – Invoices/Receipts

(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.)

If you need to print invoices/receipts for the event, you can print all or select individuals registrants by using the Invoice/Receipts option.

1. On the event dashboard select Invoices/Receipts in the Manage Event box.



2. Using the Report Settings section you have the ability to customize the options you need.

Invoices Report: Training

The image shows a screenshot of the "Report Settings" section. It includes the following options:

- Display in listing: All Registrants Registrants with Balance Due
- Only display registrants without an email address
- Display cancelled registrants
- Update Bill Sent
Use this setting to record in the 'previous bills sent' field when invoices are printed and sent to registrants without an email address.
- Sort List by: Last Name Registration ID
-

3. Once options are selected, click Update Listing.
4. A grid will appear where you can Select All or check each registrant you would like to print.
5. Click Print Invoices.
6. A screen will pop up with the invoices/receipts and you can print to your desired location.