

# EMS – Sending an Individual Receipt or Invoice

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1. From the event dashboard, click the “Registrant Roster” in the Manage Event box.

## Event Dashboard: Training

Event ID: 1000

Public URL: <https://eventstrain.anr.msu.edu/training192/>

**Event Summary**

- Start Date: 06/22/2019
- End Date: 06/22/2019
- Event is active

**Registration Summary**

- Registrants: 1
- Cancelled Registrations: 0
- Registrants w/ Balance Due: 0
- Gross Revenue: \$20.00
- Unprocessed Revenue: \$20.00
- Total Balance Due: \$0.00

**Configure Event**

- [Configure Event](#)
- [Configure Registration Processes](#)
- [Event Organizers](#)
- [Configure Quotas](#)
- [Duplicate Event](#)
- [Event Structure](#)
- [Cancel Event](#)
- [Close Event](#)

**Manage Event**

- [Registrant Roster](#) ←
- [Invoices/Receipts](#)
- [Attendance](#)
- [Notes](#)
- [Download Registrants](#)
- [Export File Uploads](#)
- [Quotas Report](#)
- [Special Needs Report](#)
- [Custom Reports](#)
- [MIPRS Report](#)
- [Communications Report](#)

2. Find the registrant you would like to send an invoice/receipt to and under the “Actions” column, click either “Send Receipt”, if the registrant has no balance due, or “Send Bill”, if they have a balance due.

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

3. A pop up will appear asking if you would like to send receipt/bill. Click Yes and an email goes automatically. Note if someone has a balance there will be a link in their email to complete the payment online with a credit card.

If you need to send multiple bills, refer to the “Sending Multiple Bills” procedure where you can send multiples at one time.