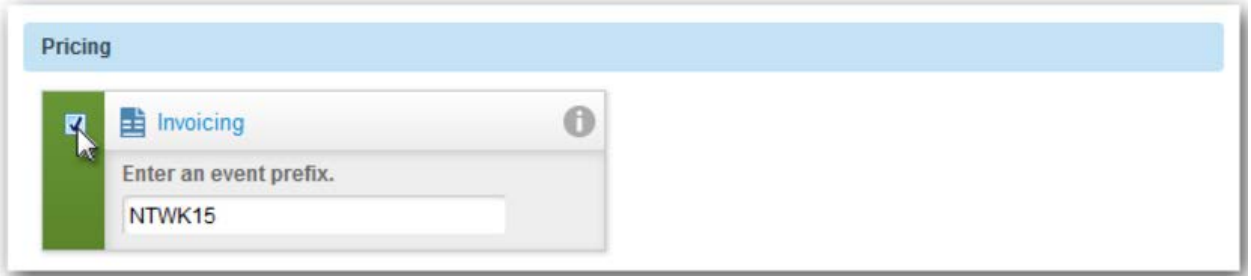
Full Article: Search “Managing Your Invoices” in the Search Cvent Community.

Using Invoices in Your Events

1 Access the Event Configuration page. While invoices are automatically generated for every order, *you'll only be able to view them after enabling the feature*.

Under Solutions at the top of the page, select **Events**. Select your event. Hover over Event Details and, under General, click **Event Configuration**.

2 Enable invoices. Click **Edit** and scroll to the Pricing section. Check **Invoicing**. If you chose to set up the prefix for each event, a text box will appear. Enter your prefix.



3 Enable Badges Plan to create printable invoices? Don't forget to check **Badges and Certificates** under Registration Process

Click **Save**.

3 Create the printable invoice, if necessary. Hover over Website & Registration and, under Onsite, click **Badges & Certificates**.

Click **Create New**. Check Using a badge or certificate from your library. Select the item labeled Invoice. Click **Next.** Click **Finish.**