



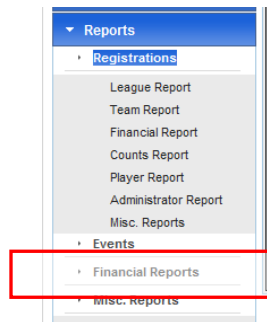
## 1.0 CAL NORTH BILLING REPORTS

Two billing reports are now available:

- ✓ Accepted Player Billing Details Report – CYSAN
- ✓ Accepted Player Billing Summary Report – CYSAN
- Only players in an 'Accepted' status are counted.
- For transfers, the League the player was initially registered in is billed for the player.
- Reports need to be run in both the Principal and Off Season contexts.

To access these reports:

- a) In the left hand navigation menu, click on **Reports->Financial Reports**



- b) The Reports – Financial window will be displayed

The screenshot shows the 'Reports - Financial' window. On the left is a navigation menu with 'Financial Reports' selected. The main content area contains the following fields:

- Report Type: Select Report
- Select Report: Select a District (All Districts), Select a League (All Leagues), Select a Club (All Clubs)
- Date Range: [ ] To [ ]
- Only Accepted?: true
- Seasonal New Or Returning?: New
- Show State Fees: false
- Payment Type: Credit Card
- Reference Type: Registration
- Select a Compare Season: Select a Season
- Generate Report button



c) Select the report from the **Report Type** drop-down

**Report Type**

Select Report

\*\*\*\*\*Registration Reports\*\*\*\*\*

Registration Remittance Report  
Registration Payment Details By Player  
Registration Payment Details By Product By Player  
Registration Remittance Report 2  
Registration Remittance Report Play Level

\*\*\*\*\*Events Reports\*\*\*\*\*

\*\*\*\*\*Travel Roster Reports\*\*\*\*\*

Travel Roster Remittance Report  
Travel Roster Payment Details  
Travel Roster Payment Details By Product Report

\*\*\*\*\*Billing Reports\*\*\*\*\*

Activated Billing Summary Report By Team  
Activated Billing Details Report By Team  
Accepted Player Billing Summary Report  
Accepted Player Billing Details Report  
Accepted Player Billing Details Report - CYSAN  
Accepted Player Billing Summary Report - CYSAN

Player Order Balance

\*\*\*\*\*Transaction Reports\*\*\*\*\*

d) The selection criteria for the selected report will be displayed.

**Reports - Financial**

**Report Type**  
Accepted Player Billing Details Report - CYSAN

**Generates Accepted Player Billing Details Report for Specified Accept Date Range.**

**Select a District**  
All Districts

**Select a League**  
All Leagues

**Select a Club**  
All Clubs

**Date Range**  
[ ] To [ ]

**Seasonal New Or Returning?**  
New

Generate Report

e) If you are a District Registrar:

- ✓ Select your **District** from the District drop-down
- ✓ Select a **League** if running the report for a single League.
- ✓ After selecting the League, select a **Club** if running the report for a single club.

f) If you are a League Registrar, select a **Club** if running the report for a single club.



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g) Select a **Date Range**

- ✓ Setting the beginning date range to 1/1/2014 and the ending date range to the current date will return results for the entire year
- ✓ Only players registered within the date range selected will be displayed in the report.

h) Select NEW or RETURNING

- ✓ NEW:
  - All players are considered to be NEW in the Principal season.
  - NEW players in the Off Season are those players that were not registered in the Principal season.
- ✓ RETURNING:
  - RETURNING players in the Off Season are player that were also registered in the Principal season.