



ACCOUNTS RECEIVABLE USER GUIDE FOR TREASURERS

American Youth Soccer Organization
Finance Department
19750 S. Vermont Ave.
Torrance, CA 90502
(800) USA-AYSO
Revised: 8-15-2011



THE PURPOSE OF THIS DOCUMENT

This user guide will help treasurers understand how to read and use the monthly statement produced and posted to eAYSO.

THIS DOCUMENT IS WRITTEN FOR AYSO TREASURERS

This user guide is written specifically for AYSO Treasurers, or any AYSO volunteer who is responsible for the financial affairs of a Region, Area or Section.

NOTE:

*All invoice, credit and payment data used in the examples in this document are test data.
The names and addresses of regional treasurers have been “hidden” to preserve their privacy.*

For further information or assistance please email controller@ayso.org.



NSTC MONTHLY STATEMENT OF ACCOUNT

The statement example below represents the monthly Accounts Receivable statement.

STATEMENT



AMERICAN YOUTH SOCCER ORGANIZATION
 a nonprofit corporation dedicated to youth soccer
everyone plays™

File 1259
 1801 W. Olympic Blvd
 Pasadena CA 91199-1259
 (800) 872-2976 Ext. 5411



Date:	9/30/09
Account:	[REDACTED]
Amount Due Now:	\$697.61

Amount Paid:	
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"Remittance" - If you have not created a remittance advice using eAYSO, then please return this entire statement with your check.

Make sure to highlight which invoices your check should be applied to.

Transaction #	Tran Date	Due Date	Tran Type	Description	Orig Amt	Outstanding Bal
33220090517D	5/17/09	6/16/09	Invoice	Players - ZFS2008	\$12 75	\$12 75
3320090809D	8/9/09	9/8/09	Invoice	Players - ZFS2009	\$573 75	\$573 75
3320090824D	8/24/09	9/23/09	Invoice	Players - ZFS2009	\$89 25	\$89 25
3320090902D	9/2/09	10/2/09	Invoice	Players - ZFS2009	\$89 25	\$89 25
3320090906D	9/6/09	10/6/09	Invoice	Players - ZFS2009	\$12 75	\$12 75
320090911D	9/11/09	10/11/09	Invoice	Players - ZFS2009	\$306 00	\$293 25
3320090912D	9/12/09	10/12/09	Invoice	Players - ZFS2009	\$395 25	\$395 25
3320090916D	9/16/09	10/16/09	Invoice	Players - ZFS2009	\$38 25	\$38 25
3320090919D	9/19/09	10/19/09	Invoice	Players - ZFS2009	\$127 50	\$127 50
3320090921D	9/21/09	10/21/09	Invoice	Players - ZFS2009	\$12 75	\$12 75
				*** Total Player Invoices		\$1,644.75
INV0030400	8/25/09	9/24/09	Invoice	Supply Center	\$21 86	\$21 86
				*** Total Supply Center Invoices		\$21.86

Total Outstanding Balance:	\$1,666.61
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Aging as of 9/30/09:	
Current	\$684.86
31 - 60 Days	\$0.00
61 - 90 Days	\$0.00
91 - 120 Days	\$12.75
121 and over	\$0.00
Amount Due Now	\$697.61
Deferred Invoices	\$969.00
Total Outstanding Balance	\$1,666.61

Bal Fwd Last Mth	\$697.61
Current Month Activity:	
New Invoices	\$981.75
Adjustments	\$0.00
Payments/Credits	(\$12.75)
New Balance	\$1,666.61

This is a Balance Forward **STATEMENT**. The previous month's balance is brought forward, all activity posted during the period is shown in the body, and the new ending balance, as of the close of the current period, is displayed.

The next several pages will provide explanations regarding the information and terminology shown on the monthly statement.

Accounts Receivable User Guide



The monthly statement that is created and posted in eAYSO is a balance forward statement. A balance forward statement displays only open, unpaid and/or current activity in the body of the statement. All applied payments and credits are not included.



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REGION [REDACTED]

STATEMENT

Date:	9/30/09
Account:	[REDACTED]
Amount Due Now:	\$697.61

Amount Paid:	
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"Remittance" - If you have not created a remittance advice using eAYSO, then please return this entire statement with your check.

Make sure to highlight which invoices your check should be applied to.

Transaction #	Tran Date	Due Date	Tran Type	Description	Orig Amt	Outstanding Bal
3220090517D	5/17/09	6/16/09	Invoice	Players - ZFS2008	\$12.75	\$12.75
3320090809D	8/9/09	9/8/09	Invoice	Players - ZFS2009	\$573.75	\$573.75
3320090824D	8/24/09	9/23/09	Invoice	Players - ZFS2009	\$89.25	\$89.25
3320090902D	9/2/09	10/2/09	Invoice	Players - ZFS2009	\$89.25	\$89.25
3320090906D	9/6/09	10/6/09	Invoice	Players - ZFS2009	\$12.75	\$12.75
3320090911D	9/11/09	10/11/09	Invoice	Players - ZFS2009	\$306.00	\$293.25
3320090912D	9/12/09	10/12/09	Invoice	Players - ZFS2009	\$395.25	\$395.25
	9/16/09	10/16/09	Invoice	Players - ZFS2009	\$38.25	\$38.25
	9/19/09	10/19/09	Invoice	Players - ZFS2009	\$127.50	\$127.50
	9/21/09	10/21/09	Invoice	Players - ZFS2009	\$12.75	\$12.75
			** Total	Player Invoices		\$1,644.75
INV0030400	8/25/09	9/24/09	Invoice	Supply Center	\$21.86	\$21.86
			*** Total	Supply Center Invoices		\$21.86

Invoices are GROUPED and SUB-TOTALED by type

Total Outstanding Balance:	\$1,666.61
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Aging as of 9/30/09:	
Current	\$684.86
31 - 60 Days	\$0.00
61 - 90 Days	\$0.00
91 - 120 Days	\$12.75
121 and over	\$0.00
Amount Due Now	\$697.61
Deferred Invoices	\$969.00
Total Outstanding Balance	\$1,666.61


Aging of invoices is clearly summarized.

Bal Fwd Last Mth	\$697.61
Current Month Activity:	
New Invoices	\$981.75
Adjustments	\$0.00
Payments/Credits	(\$12.75)
New Balance	\$1,666.61

Current monthly activity is displayed in a summarize format.



SECTIONS OF THE MONTHLY STATEMENT



AMERICAN YOUTH SOCCER ORGANIZATION
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Pasadena CA 91199-1259
(800) 872-2976 Ext. 5411

REGION [REDACTED]

STATEMENT

Date: 9/30/09
Account: [REDACTED]
Amount Due Now: \$697.61

Amount Paid:

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"Remittance" - If you have not created a remittance advice using eAYSO, then please return this entire statement with your check.

Make sure to highlight which invoices your check should be applied to.

Transaction #	Tran Date	Due Date	Tran Type	Description	Orig Amt	Outstanding Bal
3320090517D	5/17/09	6/16/09	Invoice	Players - ZFS2008	\$12 75	\$12 75
3320090809D	8/9/09	9/8/09	Invoice	Players - ZFS2009	\$573 75	\$573 75
3320090824D	8/24/09	9/23/09	Invoice	Players - ZFS2009	\$89 25	\$89 25
3320090902D	9/2/09	10/2/09	Invoice	Players - ZFS2009	\$89 25	\$89 25
3320090906D	9/6/09	10/6/09	Invoice	Players - ZFS2009	\$12 75	\$12 75
3320090911D	9/11/09	10/11/09	Invoice	Players - ZFS2009	\$306 00	\$293 25
3320090912D	9/12/09	10/12/09	Invoice	Players - ZFS2009	\$395 25	\$395 25
3320090916D	9/16/09	10/16/09	Invoice	Players - ZFS2009	\$38 25	\$38 25
3320090919D	9/19/09	10/19/09	Invoice	Players - ZFS2009	\$127 50	\$127 50
3320090921D	9/21/09	10/21/09	Invoice	Players - ZFS2009	\$12 75	\$12 75
				*** Total Player Invoices		\$1,644.75
INV0030400	8/25/09	9/24/09	Invoice	Supply Center	\$21 86	\$21 86
				*** Total Supply Center Invoices		\$21.86
Total Outstanding Balance:						\$1,666.61

Aging as of 9/30/09:

Current	\$684.86
31 - 60 Days	\$0.00
61 - 90 Days	\$0.00
91 - 120 Days	\$12.75
121 and over	\$0.00
Amount Due Now	\$697.61
Deferred Invoices	\$969.00
Total Outstanding Balance	\$1,666.61

Bal Fwd Last Mth	\$697.61
Current Month Activity:	
New Invoices	\$981.75
Adjustments	\$0.00
Payments/Credits	(\$12.75)
New Balance	\$1,666.61

1. **Header** – key information including: date, amount currently due, Region #, name and address of the Treasurer of record for this Region, and the AYSO lock box remittance address.
2. **Body** – includes of all open unpaid and/or current activity (invoices, credits) as of the statement date.
3. **Aging** – total of invoices and credits categorized by due date and outstanding balance.
4. **Summary** – the previous month's balance forward, all current month activity summarized, and the new ending balance, as of the close of the current period

HEADER SECTION DETAILS



The statement header contains key information about your Region including the Region number, and the name and address of the Treasurer of record for this Region.



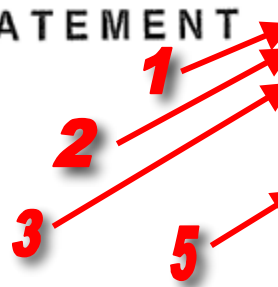
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 (800) 872-2976 Ext. 5411

4

REGION

STATEMENT



Date:	9/30/09
Account:	
Amount Due Now:	\$697.61

Amount Paid:	
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"Remittance" - If you have not created a remittance advice using eAYSO, then please return this entire statement with your check.

Make sure to highlight which invoices your check should be applied to

#	Item	Explanation
1	Date	This is the date the STATEMENT was created. The total amount due to the National Office is a "snapshot" of all outstanding invoices and credits as of this date.
2	Account	Your account number is your Section, Area, or Region number.
3	Amount Due Now	This is the total amount that you owe to the National Office as of this statement date.
4	Region Information	This is the name and address of the Treasurer of record. The Regional Commissioner is responsible for ensuring this information remains current by using the Maintain Board functions of eAYSO.
5	Amount Paid	This space may be used by the Regional Treasurer to write in the amount of the check written to the National Office.



BODY SECTION DETAILS

This part of the statement contains a listing of all open items (invoices and credits) as of the report date.

1 Transaction #	2 Tran Date	3 Due Date	4 Tran Type	5 Description	6 Orig Amt	7 Outstanding Bal
3220090517D	5/17/09	6/16/09	Invoice	Players - ZFS2008	\$12 75	\$12 75
3320090809D	8/9/09	9/8/09	Invoice	Players - ZFS2009	\$573 75	\$573 75
3320090824D	8/24/09	9/23/09	Invoice	Players - ZFS2009	\$89 25	\$89 25
3320090902D	9/2/09	10/2/09	Invoice	Players - ZFS2009	\$89 25	\$89 25
3320090906D	9/6/09	10/6/09	Invoice	Players - ZFS2009	\$12 75	\$12 75
320090911D	9/11/09	10/11/09	Invoice	Players - ZFS2009	\$306 00	\$293 25
3320090912D	9/12/09	10/12/09	Invoice	Players - ZFS2009	\$395 25	\$395 25
3320090916D	9/16/09	10/16/09	Invoice	Players - ZFS2009	\$38 25	\$38 25
3320090919D	9/19/09	10/19/09	Invoice	Players - ZFS2009	\$127 50	\$127 50
3320090921D	9/21/09	10/21/09	Invoice	Players - ZFS2009	\$12 75	\$12 75
			8 *** Total	Player Invoices		\$1,644.75
3320090922C	9/22/09		Credit	Players - ZFS2009	(\$293 25)	(\$293 25)
			9 *** Total	Player Credits		(\$293.25)
INV0030435	8/26/09	9/25/09	Invoice	Supply Center	\$621 62	\$621 62
INV0030870	9/10/09	10/10/09	Invoice	Supply Center	\$191 10	\$191 10
			10 *** Total	Supply Center Invoices		\$812.72
					11 Total Outstanding Balance:	\$1,666.61

#	Item	Explanation
1	Transaction #	This is the invoice number or credit invoice number. The 1 st -3 or 4 digits are your region number, the 8 digits preceding the D (invoice) or C (credit) is the date the transaction occurred.
2	Tran Date	The creation date of the invoice or credit.
3	Due Date	This is the date payment for this invoice is due at the National Office.
4	Tran Type	Description of the type of this outstanding item, usually either Invoice or Credit.
5	Description	A short description of the invoice or credit; e.g. Players or Supply Center.
6	Orig Amount	The full amount of the original invoice or credit.
7	Outstanding Balance	The current open balance of an invoice or credit as of the date of this statement. Note: this balance may be LESS than the Orig Amount of the invoice if there were credits and/or payments applied.
8	Total Player Invoices	This is a subtotal of all of the for player invoices only.
9	Total Player Credits	This is a subtotal of all of the for player credits only.
10	Total Supply Center Invoices	This is a subtotal of all of the for Supply Center invoices only.
11	Total Outstanding Balance	This is the grand total of all of the open invoices and credits. Note : this may differ from the header and aging total Amount Due Now.



AGING SECTION DETAILS

In this area of the statement the total of invoices and credits categorized by due date and outstanding balance.

Aging as of 9/30/09:	
Current	\$318.75
31 - 60 Days	\$38.25
61 - 90 Days	\$178.50
91 - 120 Days	\$3,187.50
121 and over	\$25.50
Amount Due Now	\$3,748.50
Deferred Invoices	\$178.50
Total Outstanding Balance	\$3,927.00

#	Item	Explanation
1	Aging as of 9/30/2009:	This indicates that the due dates of the invoices and credits included in the body of the STATEMENT have been determined by this date
2	Current 1-30 Days 31-60 Days 61-90 Days 91-120 Days 121 and over	Current invoices and credits have a transaction date (Tran Date) 30 days after they were created. 1-30 Days invoices and credits are 60 days from the date created. 61-90 Days, 91-120 Days and 121 and over balances in these aging buckets will cause a region to be on Supply Center credit hold.
3	Amount Due Now	The total of all invoices and credits that are in the aging categories of Current, 31-60, 61-90, 91-120 and 121 and over .
4	Deferred Invoices	The total of all invoices and credits in the body of the STATEMENT that are not yet 30 days old. These invoices and credits are deferred until they reach 30 days.
5	Total Outstanding Balance	This is the grand total of all of the open invoices and credits as of the STATEMENT date. This includes the amounts due now as well as deferred amounts due.



ACTIVITY SUMMARY SECTION DETAILS

A schedule of your account activity that shows you how last month's balance became this month's balance.

1	→	Bal Fwd Last Mth	\$3,774.00
		Current Month Activity:	
2		New Invoices	\$178.50
3		Adjustments	\$0.00
4		Payments/Credits	(\$25.50)
5	→	New Balance	\$3,927.00

#	Item	Explanation
1	Bal Fwd Last Mth	This is the total outstanding balance as it appeared on your previous month's STATEMENT.
2	New Invoices	This is the sum of all new player registration and Supply Center invoices that were created this month.
3	Adjustments	The sum of the adjustments to your account that were created this month.
4	Payments/Credits	The sum of all payments and/or credits to your account that were created this month.
5	New Balance	This is the net total of all open account receivable items as of the end of the creation of this STATEMENT.



GENERAL INFORMATION / FAQ'S

What are accounts receivable?

Accounts receivable are simply debts owed. As players are registered and product is purchased from the Supply Center, Regions incur debts to the National Office. These are invoices that are created and posted to an accounts receivable statement. These invoices are due within 30 days of creation.

What is a statement?

A statement is a listing of all of the unpaid invoices or unapplied credits posted as of a specified period of time, such as the end of the month.

How and when are invoices created?

Invoices are generated whenever you register players or place a call to order items from the Supply Center.

- When a Supply Center order is shipped, a hardcopy invoice is generated and mailed to the Treasurer of record as shown in eAYSO.
- No paper invoice is created for player registrations.

During our nightly process, between midnight and 4am, invoices are processed.

- **An invoice is created for all players who were registered in the previous 24 hours.**
- Only one invoice is generated in eAYSO whether 1 or 1,000 players were registered in that day.
- An invoice will only be created after the player(s) have been accepted in eAYSO by the regional registrar.
- **No invoice is created for pre-registered players.**
- You may view these invoices at anytime online via eAYSO.

HOW to view the players registered or dropped players processed?

Using eAYSO, select Region / Treasurer / Invoice

1. Drop down selection

- All
- Unpaid
- Paid
- Credit
- Pending
- Unpaid / Pending

2. Click on the Invoice Name

Players showing an asterisk (*) next to their name have been processed as a dropped player
Dropped players are viewable on the Invoice Type, Credit



What is the process to drop players and receive credit?

Using eAYSO, select Region / Treasurer / Process Dropped Players:

1. Treasurer tasks:
 - Process dropped player
 - Click boxes to Request NSTC Credit
 - Click submit
 - Print form and forward to the RC for signature
2. RC tasks:
 - Sign form
 - Submit form to the National Office by:
 - Email (SandraMeadows@ayso.org),
 - Fax (310) 525-1159)
 - U.S. mail (19750 S. Vermont Ave, Suite 200, Torrance, CA 90502)

When are statements generated?

Statements are generated within 10 days after the month end. They are posted in eAYSO and are viewable under the Region / Treasurer / Statements and Reports. The Report Name will appear as: **rmStmnt_nnnn_00**, where “nnnn” is your region number.

How to create a Remittance Advice to send with payment to the lockbox

Using eAYSO, select Region / Treasurer / Invoices:

1. Select the appropriate Membership Year by using the pull-down window.
2. Using the pull-down window, select the appropriate either player or Supply Center invoice(s).
3. The Invoice Type will be either Unpaid or Credit.
4. Place a check in the Pay column for each invoice or credit to be included for payment.
5. After Selecting the Invoice(s) use the [Click Here](#) on the bottom portion of the screen to continue to the next screen
6. Please review carefully the information on the screen
7. Use the [click back](#) selection to make any changes or corrections to what appears on the screen
8. When all information is correct, click the NEXT button to create the Remittance Advice
9. Click [Click Here](#) in the center of the screen to print the Remittance Advice
10. Print and mail a copy of the Remittance Advice, along with your check, to our lockbox address as it appears on the Remittance Advice
11. After printing the Remittance Advice, click the DONE button

What is a remittance advice?

A remittance advice is a document sent with your check that identifies exactly what invoices and credits are included with your payment. It will ensure that your check is applied correctly.



What should be sent to the lockbox address?

Send payments for player registration and Supply Center invoices, along with remittance advice, to:
American Youth Soccer Organization
File 1259
1801 W. Olympic Blvd.
Pasadena, CA 91199-1259

What should be sent to the National Office address?

Send MDRF forms, updated RIF information, Credit Request forms, annual budget, etc. to:
American Youth Soccer Organization
19750 S. Vermont Ave., Suite 200
Torrance, CA 90502

Can we set up a PayPal account?

Accepting payment through PayPal is permitted, but only if arranged through the National Office. Please contact the Finance Department at (800) 872-2976 ext. 7919 for further information.

If our region accepts credit card payments, who should we contact?

Elavon is our merchant services provider. Our contact at Elavon is our Relationship Manager, Donna Marini. Donna can be reached at 714-228-7725 or via email at donna.marini@elavon.com. Should you have questions regarding the details of the setup, please contact the Finance Department at finance@ayso.org.