



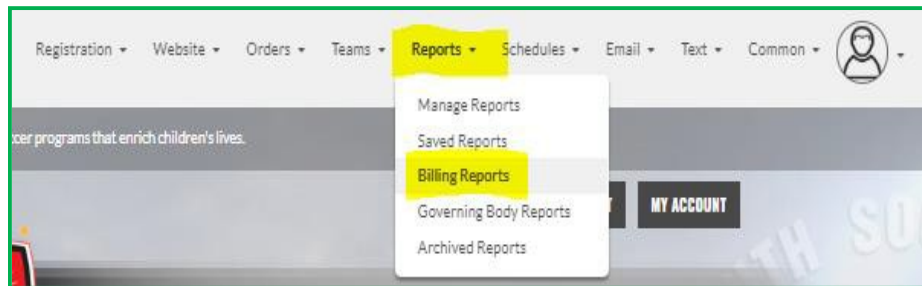
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Exporting Additional Transactions Printing an Invoice and Billing Report

The information that was pulled for the current reports were pulled within the November 1, 2019 – March 31, 2020. If you opened your Spring earlier than that, below is how you would pull and export additional transactions.

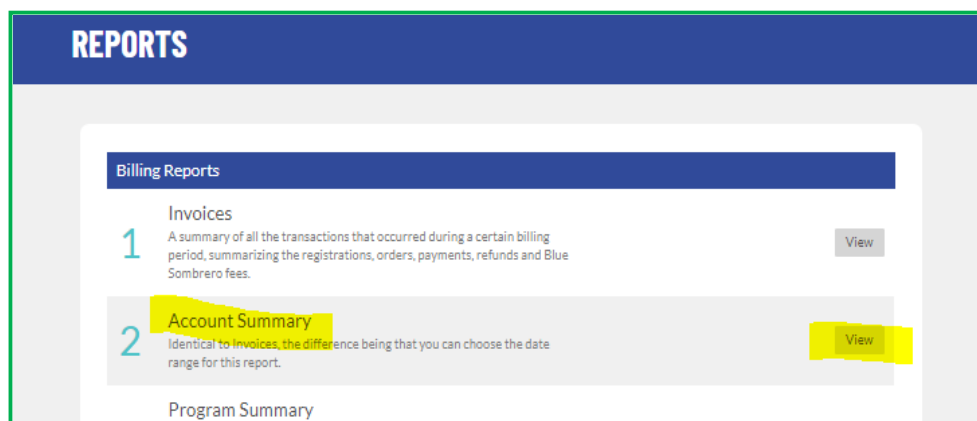
Billing Reports

To print an Invoice report, log into your portal, select hover over reports, and select Billing Report.



Account Summary

From the Billing Reports Screen, select **Account Summary** by clicking on View



View Report

Select the **Start** and **End** Dates, the maximum period is 32 days, click **View Report**

HOME Coach REFEREE Safety TEAM RESOURCES PROGRAMS AYSOU NAP ONLINE Team Central

MORE REGION UPDATE

Account Summary

Start Date: 3/26/2020

End Date: 4/27/2020

[View Report](#)

National Partners

Export

After clicking on View Report, this Summary Report will display. To see the transactions, click on **Export** and select the desired format.

Account Summary

Start Date: 3/26/2020
End Date: 4/27/2020

[View Report](#) **Export**

- Excel
- PDF
- Google Drive
- Rich Text Format

This report may not perfectly reflect the actual account. AYSO National pays for credit card processing fees related to the National Fee. As such, credit card processing fees are not included in this report. Please refer to your Invoice Statement for more information. This report is for informational purposes only and does not constitute an accounting of your deposit.

Account Summary for [3/26/2020 TO 4/27/2020] of 1

REPORT TYPE Account Summary Detail Report
Date Range 3/26/2020 - 4/27/2020

PORTAL NAME ...

FEE SUMMARY

Total Credit Card Payments	\$2,515.75
Total Regional Processing Fees	\$59.92
National Player Fees Dues	\$340.00
Total Credit Card Refund	\$0.00
Service Fees	\$35.75
Grand Total	\$2,080.08

PAYMENT SUMMARY

Visa/MC/Discover Transactions

New Orders	\$2,515.75
Previous Orders	\$0.00
Total	\$2,515.75

Amex Transactions

New Orders	\$0.00
Previous Orders	\$0.00
Total	\$0.00

Total Credit Card Payment \$2,515.75

Check Transactions

New Orders	\$0.00
Previous Orders	\$0.00
Total	\$0.00

Total Payments \$2,515.75

REFUND SUMMARY

Visa/MC/Discover Refunds

New Orders	\$0.00
Previous Orders	\$0.00
Total	\$0.00

Amex Refunds

[Export Order Details](#)

Click here to export the transaction details

This is an example of an Excel export.

Order ID	Order Date	Transf/Cancel Date	Payment Date	Order Detail ID	Program	Division	User First Name	User Last Name	Player First Name	Player Last Name	Detail	Price	Service Fee	Visa/MC Payments	Amex Payments	Check Payments	Visa/MC Refunds	Amex Refunds	Check Refunds	CC Fee	CC Fee By User	M Transferred	OM Order ID	
2020-04-21	2020-04-21		2020-04-21	2020 Fall Coe	14U-8 (Players born in 2007 or 2008)						Division Price	\$75.00	\$2.75	\$77.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2.10	\$0.00			
2020-04-21	2020-04-21		2020-04-21	2020 Fall Coe	14U-8 (Players born in 2007 or 2008)						AYSO Membership Fee	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
2020-04-21	2020-04-21		2020-04-21	2020 Fall Coe	14U-8 (Players born in 2007 or 2008)						Service Fee	\$2.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
2020-04-23	2020-04-23		2020-04-23	2020 Fall Coe	12U-8 (Players born in 2011 or 2012)						Division Price	\$75.00	\$2.75	\$77.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2.10	\$0.00			
2020-04-23	2020-04-23		2020-04-23	2020 Fall Coe	12U-8 (Players born in 2011 or 2012)						AYSO Membership Fee	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
2020-04-23	2020-04-23		2020-04-23	2020 Fall Coe	12U-8 (Players born in 2011 or 2012)						Service Fee	\$2.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
2020-04-23	2020-04-23		2020-04-23	2020 Fall Coe	12U-8 (Players born in 2011 or 2012)						Division Price	\$0.00	\$0.00	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.55	\$0.00		
2020-04-23	2020-04-23		2020-04-23	2020 Fall Coe	12U-8 (Players born in 2011 or 2012)						2nd Participant Family Discount (Auto adjusted from \$20.00 to \$10.00)	(\$10.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
2020-04-23	2020-04-23		2020-04-23	2020 Fall Coe	12U-8 (Players born in 2011 or 2012)						Thank you!!	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
2020-04-23	2020-04-23		2020-04-23	2020 Fall Coe	12U-8 (Players born in 2011 or 2012)						AYSO Membership Fee	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
2020-04-23	2020-04-23		2020-04-23	2020 Fall Coe	12U-8 (Players born in 2009 or 2008)						Division Price	\$75.00	\$2.75	\$77.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2.10	\$0.00			
2020-04-23	2020-04-23		2020-04-23	2020 Fall Coe	12U-8 (Players born in 2009 or 2008)						AYSO Membership Fee	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
2020-04-23	2020-04-23		2020-04-23	2020 Fall Coe	12U-8 (Players born in 2009 or 2008)						Service Fee	\$2.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Total:												\$933.25	\$8.25	\$941.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6.85			