

How to Utilize the Officer/Staff: Financial Segment/s

Overview:

The District IV website contains a Financial Component that allows for the tracking of financial information pertinent to any member Team/Club/Association/District that utilizes the site. The design of this component revolves around a very basic financial register just like most of us use at home – our checkbook register. Very simply, it contains every financial entry made (debit/credit) with each entry listing the date of the entry, amount, reference (category/description) and identifying it as belonging to a specific team/club/association/district based on the entity's WSYSA ID #. Access to view data within this financial register is controlled by an individual's particular affiliation (i.e. Team Staff Member, Club/Association/District Officer) as defined by that organization's WSYSA ID#. Based on these controls, each of the following classes of individuals can see/view the following data:

- **Team Staff Member** – can only see information pertinent to their particular team/s.
- **Club Officer** – can see any information pertinent to any of its teams or the club in general.
- **Association Officer** – can see any information pertinent to any of its member teams, clubs or the association in general.
- **District Officer** – can see any information pertinent to any of its member teams, clubs, associations or the district in general.
- **Financial Staff Member** – can only see information pertinent to the organization they are a staff member for (i.e. Club, Association, and/or District) as would an Officer for that specific organization.

Basis of Operation:

It is the intent of the District to post Debits/Credits into this tool for each Team/Club/Association/District participating on the District IV website for the purpose of allowing each applicable entity to track their own financial status as it pertains to the District. Some of the Categories that are currently defined as Reference items at this time are listed below. This list is an example only as new items may be added as necessary at any time as identified by the District or its members.

- CYL Registration Fee
- District I League Fee
- District III League Fee
- District IV Scheduling Fee
- PDL League Fee
- District IV Rescheduling Fine
- District IV League Fine - No Show
- WSYSA Presidents Cup
- Soccer To The Maxx
- District IV Player Assessment Fee
- Fields Today Fit Tomorrow Task Team - Club Assessment
- Donations

Further, when new Debits have been posted to the site (i.e. Particular League Fees), a message will typically be sent to the applicable Treasurer/s that new financial debits have been posted to their accounts. This notification will be in lieu of a separate invoice. Each applicable Treasurer has the access to view the pertinent data and may elect to either print or download the pertinent data to their own computer for their own organizations use/requirements as regards to having received a Bill or Invoice for payment. Instructions on how to view/print/download the applicable data are provided later in this specific document.

Access to the Officer:/Staff: Financial Segment:

To be able to access either the **Officer:** or **Staff: Financial** Segments on the website requires the following:

1. You must successfully Log On to the site;
2. You must be properly identified on the site as an Officer or Organizational Staff with Financial access granted;
3. You must be RMA Cleared with a current RMA Status = "Cleared"

To Log onto the site, please follow the applicable instructions provided on the Website (Information: FAQ) entitled "[How to Log On to the Site](#)"

Once you have successfully Logged On to the site:

- go to the **Officer** Segment where the system will list all the Organizations you are affiliated with;

Officer - Microsoft Internet Explorer

Address: http://www.d4soccer.org/officer

Logoff as Sample User | Search | Go to Addresses

Schedules | Inquiry | Assignment

Sample, D4Soccer.org recognizes you as representing the following portions of District IV as an authorized **Officer** as of Thursday, June 14th, 2007 at 4:08pm PDT:

# Organization	Title
1 KPYSYA	Registrar - Test purposes only
2 NMYSC	Registrar - Test purposes only

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- click on the Applicable Organization you are affiliated with that you wish to work with;

Officer - Microsoft Internet Explorer

Address: http://www.d4soccer.org/organization?org=418

Logoff as Sample User | Search | Go to Addresses

Schedules | Inquiry | Assignment

KPYSYA

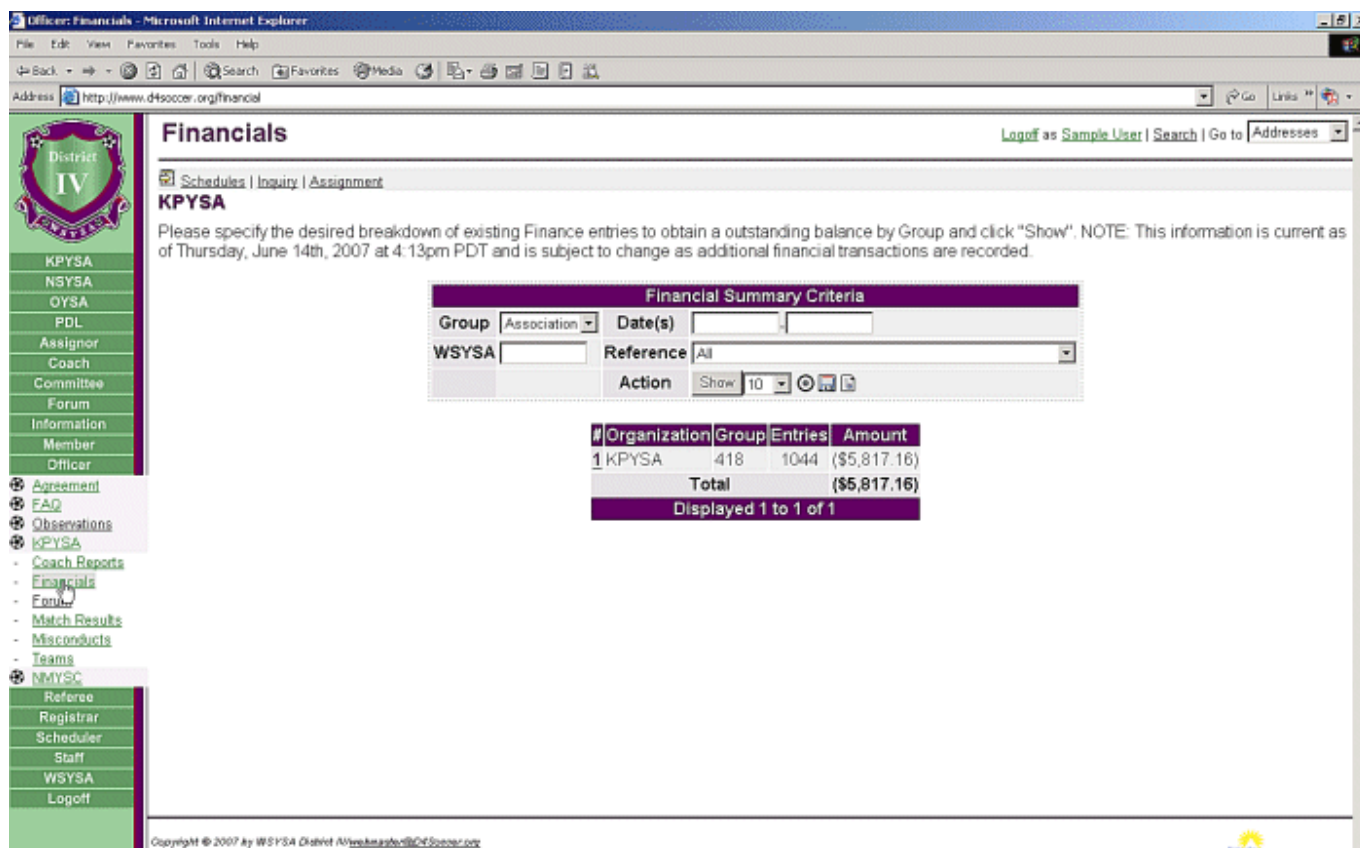
As an identified Officer® for KPYSYA, you have access to the following items to assist you in accomplishing the identified District objectives:

- Coach Reports**
Review the Reports filed by the Coaches for a Match involving one of your Teams
- Financials**
Summarize by Group the current financial standing
- Forum**
Exchange information in an online manner with other Officers
- Match Results**
Review the Match Results filed by the Referees for a Match involving one of your Teams
- Misconducts**
Review the Misconduct Reports submitted by the Referees that officiated at a Match
- Teams**
Review the information on file with District IV about Teams from your Organization

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or

- go to the **Staff** Segment where the system will list all the Organizations you are affiliated with as a Staff member;
- click on the Applicable Organization you are affiliated with that you wish to work with;
- then click on **Financials**.



How to use the Financial Segment:

To be able to successfully utilize the Financial Segment on the District IV website, one must first understand the purpose and use of the **Financial Summary Criteria** section of the display.

Financial Summary Criteria			
Group	Association	Date(s)	
WSYSA		Reference	All
		Action	Show 10

#	Organization	Group	Entries	Amount
1	KPYSA	418	1044	(\$5,817.16)
Total				(\$5,817.16)
Displayed 1 to 1 of 1				

Financial Summary Criteria:




The Financial Summary Criteria section contains the following blocks – each of which has their own control as to what data is displayed below it. Essentially, by using these blocks, you will be establishing the criteria of what data you wish to have displayed from the total data in the Financial Register you actually have access to.

- Group
- Date(s)
- WSYSA
- Reference
- Action

Descriptions of what these Criteria can/will do.

1. **Group:** Used to identify the organizational groupings of the data to display (i.e. District, Association, Club, Team). You cannot utilize or select a grouping for an organization level higher than the level of which you are affiliated with. So, if you are an Association Level Officer/Staff Member, you could select any of the following groupings: Association, Club, Team. If you are a Club Level Officer/Staff member, you could select any of the following groupings: Club, Team.

Please note the difference obtained in the display below from the prior display by the same individual simply by changing the grouping from Association to Club

Financial Summary Criteria			
Group	Club	Date(s)	
WSYSA		Reference	All
		Action	Show 10   

#	Organization	Group	Entries	Amount
1	BSC	418262	53	(\$498.61)
2	CKSC	418263	147	(\$1,731.30)
3	FC Crush	418264	2	(\$346.26)
4	NMYSC	418265	50	(\$918.74)
5	SKSC	418266	416	\$0.00
6	TSC	418267	270	(\$2,322.25)
7	WestSound	418268	106	\$0.00
Total				(\$5,817.16)
Displayed 1 to 7 of 7				

2. **Date(s):** Used to select a specific date or dates to limit the scope of what is to be displayed. For instance, you may wish to only display data posted after a specific date, or between a specific set of dates. This is the purpose behind this set of criteria.

Please note the difference in the results obtained in the display below by the same individual simply by limiting the search to only displaying entries since 1/1/2007. Not only have the \$ amounts displayed changed, but the # of entries for each club has been limited as well – all due to limiting the display to data entries since 1/1/2007.

Financial Summary Criteria			
Group	Club	Date(s)	1/1/2007 -
WSYSA		Reference	All
		Action	Show 10

#	Organization	Group	Entries	Amount
1	BSC	418262	5	(\$498.61)
2	CKSC	418263	5	(\$1,731.30)
3	FC Crush	418264	2	(\$346.26)
4	NMYSC	418265	4	(\$918.74)
5	SKSC	418266	6	\$0.00
6	TSC	418267	5	(\$2,322.25)
7	WestSound	418268	34	\$360.00
Total				(\$5,457.16)
Displayed 1 to 7 of 7				

3. **WSYSA:** Used to select a specific WSYSA organizational number or portion of. Remember that the user is limited to only be able to see those entries at or below their own organizational level. Therefore, should this KPYSAs user (418) attempt to insert a number such as 420, no result would appear as this individual does not have the authority to view data from the 420 association (NSYSA). However, this individual could limit their display to a single club (i.e. CKSC -418263) by inserting that clubs WSYSA # into the WSYSA block.

Please note the difference in the results obtained in the display below by the same individual simply utilizing another limiting factor – WSYSA = 418263 – CKSC data only since 1/1/2007.

Financial Summary Criteria			
Group	Club	Date(s)	1/1/2007 -
WSYSA	418263	Reference	All
		Action	Show 10

#	Organization	Group	Entries	Amount
1	CKSC	418263	5	(\$1,731.30)
Total				(\$1,731.30)
Displayed 1 to 1 of 1				

4. **Reference:** Used to select a specific Reference as criteria for display. Current Reference options are listed via the drop down display. See Display below:

Financial Summary Criteria			
Group	Club	Date(s)	1/1/2007 -
WSYSA	418263	Reference	All
		Action	All
			CYL Registration Fee
			District III League Fee
			District I League Fee
			District IV League Fine - No Show
			District IV Player Assessment Fee
			District IV Rescheduling Fine
			District IV Scheduling Fee
			Donation
			Fields Today Fit Tomorrow Task Team - Club Assessment
			PDL League Fee

So – we are looking at only those entries for the CKSC since 1/1/2007. Now if I wished to only see the results that pertain to any posting for the CKSC since 1/1/2007 concerning **ONLY** “Fields Today Fit Tomorrow Task Team – Club Assessment”, I would select that **Reference** and click Show and we would then see the following display. Please note the difference in the results obtained in this display. While the \$ figure remains the same, the # of entries for this display has been reduced from 5 to 3. Meaning, there are only 3 entries in the Financial Register pertaining to the CKSC since 1/1/2007 concerning the Fields Today Fit Tomorrow Task Team – Club Assessment.

Financial Summary Criteria			
Group	Club	Date(s)	1/1/2007 -
WSYSA	418263	Reference	Fields Today Fit Tomorrow Task Team - Club Assessment
		Action	Show 10

#	Organization	Group	Entries	Amount
1	CKSC	418263	3	(\$1,731.30)
Total				(\$1,731.30)
Displayed 1 to 1 of 1				

5. **Action:** Used to tell the system to update the display based upon the criteria selected. Note that you can limit the number of items displayed at any one time using the Show Drop Down. The options are (All, 10 {Default}, 25, 50, 200, 250).

IMPORTANT NOTE: The Total displayed at the bottom of this screen ALWAYS displays the total of the items being displayed. Therefore, if you are only displaying say 10 of 17 items, you are not seeing the current final balance for these 17. You are only seeing the balance for these 10. See example of this by viewing the two samples on the next page:

Financial Summary Criteria

Group	Team <input type="text"/>	Date(s)	4/1/07 - 4/10/07
WSYSA	418268	Reference	PDL League Fee <input type="text"/>
		Action	Show <input type="text" value="10"/> <input type="button" value="⊙"/> <input type="button" value="📄"/> <input type="button" value="📄"/>

#	Team	Group	Entries	Amount
1	WestSound FC 93 ALIRE	418268193	1	(\$300.00)
2	WestSound FC 94 REYNOLDS	418268194	1	(\$400.00)
3	WestSound FC 95 Red	418268195	1	(\$150.00)
4	WestSound FC 96 Drew -A	418268196	1	(\$150.00)
5	WestSound FC 96 Trask-B	418268296	1	(\$150.00)
6	WestSound FC 93 RED	418268693	1	(\$300.00)
7	WestSound FC 94 Red	418268694	1	(\$400.00)
8	WestSound FC 95 Red	418268695	1	(\$150.00)
9	WestSound FC 96 JOSSERAND-A	418268696	1	(\$150.00)
10	WestSound FC 96 REYNOLDS-B	418268796	1	(\$150.00)
Total				(\$2,300.00)
Displayed 1 to 10 of 11				

Please note the display above is only showing 10 of 11 items and therefore the total of (\$2,300.00) is only the total of the 10 items displayed. It is not the True Total for all WestSound FC entries between 4/1/07 and 4/10/07 pertaining to their PDL League Fees.

Financial Summary Criteria				
Group	Team	Date(s)	4/1/07	4/10/07
WSYSA	418268	Reference	PDL League Fee	
		Action	Show	All

#	Team	Group	Entries	Amount
1	WestSound FC 93 ALIRE	418268193	1	(\$300.00)
2	WestSound FC 94 REYNOLDS	418268194	1	(\$400.00)
3	WestSound FC 95 Red	418268195	1	(\$150.00)
4	WestSound FC 96 Drew -A	418268196	1	(\$150.00)
5	WestSound FC 96 Trask-B	418268296	1	(\$150.00)
6	WestSound FC 93 RED	418268693	1	(\$300.00)
7	WestSound FC 94 Red	418268694	1	(\$400.00)
8	WestSound FC 95 Red	418268695	1	(\$150.00)
9	WestSound FC 96 JOSSERAND-A	418268696	1	(\$150.00)
10	WestSound FC 96 REYNOLDS-B	418268796	1	(\$150.00)
11	WestSound FC 93 LEAVITT -B	418268893	1	(\$300.00)
Total				(\$2,600.00)
Displayed 1 to 11 of 11				

Please note the display above is showing all 11 of 11 items and therefore the total of (\$2,600.00) is the **True Total** of all of the 11 items displayed. The True Total of what was asked for – all items for the WestSound FC between 4/1/07 and 4/10/07 pertaining to their PDL League Fees.

Viewing Detailed Entry information.

In the examples above, you may have noted that the display lists a number of Entries for each line item displayed. This indicates the actual number of Financial Entries (Debits/Credits) that have been used to comprise the data displayed on that particular line. You have the ability to view a listing of those detailed entries simply by clicking on the # on the far left of the line in question.

Financial Summary Criteria				
Group	Club	Date(s)	1/1/2007	
WSYSA	418263	Reference	Fields Today Fit Tomorrow Task Team - Club Assessment	
		Action	Show	10

#	Organization	Group	Entries	Amount
1	CKSC	418263	3	(\$1,731.30)
Total				(\$1,731.30)
Displayed 1 to 1 of 1				

Please note the display above indicates there are three (3) Entries that comprise the data displayed.

Clicking on the #1 from the display above will now cause the system to display the listing of these three (3) entries (see display below):

KPYSA

Please select the **Finance** entry that you would like to review by clicking on the appropriate numeric value you'll see in Column 1 below.

Key	Date	WSYSA	Type	Number	Reference	Amount	Updated
1	6/9/2007	418263%	Club	4831	Fields Today...	\$1,731.30	6/9/2007 5:46 pm
2	3/13/2007	418263%	Club	2007	Fields Today...	(\$1,731.30)	3/13/2007 4:18 pm
3	3/13/2007	418263%	Club	2007	Fields Today...	(\$1,731.30)	3/13/2007 4:19 pm
Total						(\$1,731.30)	

Displayed 1 to 3 of 3

What does this Detailed Display tell us?

1. This display provides you a listing of each individual entry that was identified by the particular line item selected.
2. It displays the individual entries in reverse chronological order by date. Therefore, you will note that the initial entries (Key #'s 2 & 3) were both made on 3/13/2007.
3. Key #'s 2 & 3 were both Debits as noted by the Amounts being show in Parentheses (\$1,731.30) while Key #1 records a Credit as noted by the Amount being shown as #1731.30.
4. Each of the three entries was classed as being associated with the club and not a specific team. Had these entries been associated with a specific team, then the WSYSA column would have identified the specific team # (i.e. 418263217 vice 418263%).
5. The data in the Number Column indicates the following information:
 - a. Key #'s 2 & 3 (Debits) are associated with the Year 2007. Typically if the entry pertained to a playing season, it would have been 2007-08.
 - b. Key #1 (Credit) indicates that the Payment made was via Check # 4831 and was processed on the website on 6/9/2007.
6. You will note that Key #'s 2 & 3 also have a symbol (📌) showing. This indicates that there is a Note associated with this specific entry. There are two ways to view this note:
 - a. By moving your cursor over the note and leaving it there, the browser will display the contents of the note for a short period of time to enable you to view it:

Key	Date	WSYSA	Type	Number	Reference	Amount	Updated
1	6/9/2007	418263%	Club	4831	Fields Today...	\$1,731.30	6/9/2007 5:46 pm
2	3/13/2007	418263%	Club	2007	Fields Today...	(\$1,731.30)	3/13/2007 4:18 pm
3	3/13/2007	418263%	Club	2007	Fields Today...	(\$1,731.30)	3/13/2007 4:19 pm
Total						(\$1,731.30)	

Displayed 1 to 3 of 3

Or





- b. You can open this specific entry to see all of its specific details by clicking on the Key # for the entry you wish to view (i.e. 2):

We have the following contents of this Finance entry on file as of Friday, June 15th, 2007 at 10:51am PDT.

Key #2580			
Date	3/13/2007	WSYSA	418263%
Reference	Fields Today Fit Tomorrow Task Team - Club Assessment		
Type	Club	Number	2007
Notes	CKSC - 07 Fields Today Fit Tomorrow Task Team Funding Club Assessment - 1st Half Payment - Due 1 Apr 2007		

Other Important Tools provided for your use on these Various Display's

Just to the right of the Show Action Button on most displays, you will see Icons representing individual system tools available to you from that display. Each tool has a specific purpose and is provided on each display where that feature is available. Here is a description of the various tools and what the Icon's look like:

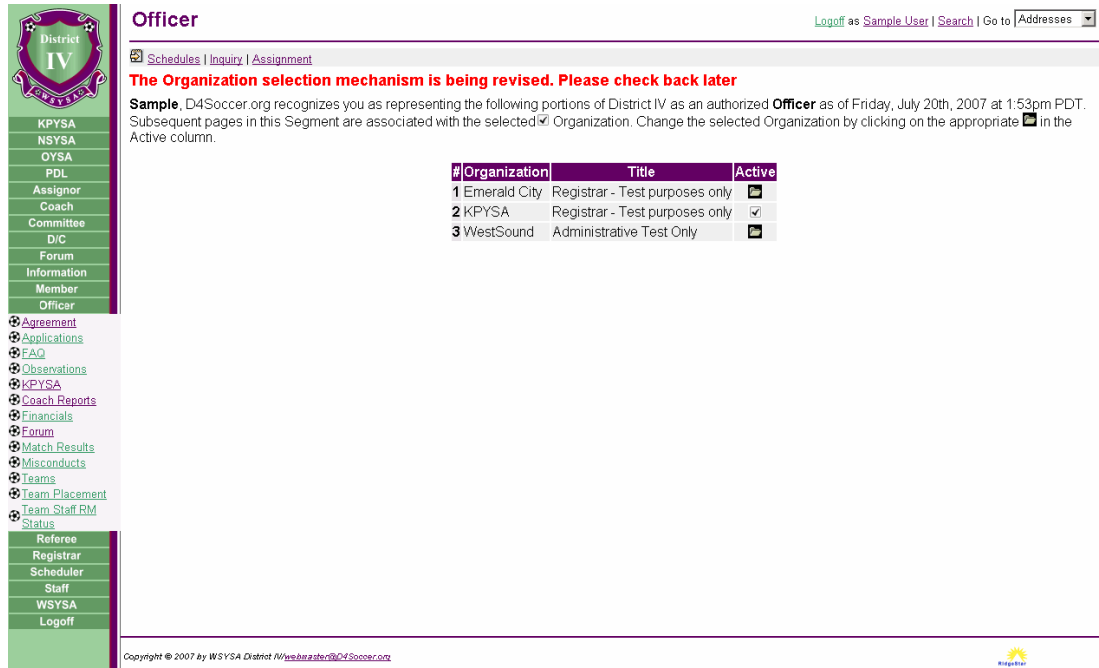
6.  - Allows the user to **Reset** the Display Criteria to saved/default values
7.  - Allows the user to **Save** the Criteria currently selected as your default for this screen. While this tool can be very handy for establishing what data elements you wish to Display as your default for this screen, if you enter any limiting information (i.e. dates, or specific data you are looking for) and save this as your default, it can then prevent you from seeing the data you are truly looking for. If you believe you have saved such criteria and wish it removed, you will need to contact a website administrator (i.e. webmaster@d4soccer.org).
8.  - Modify's the current display to enable a **printable** output of that data.
9.  - Allows the user to **Download** the selected entries. This is an EXTREMELY Powerful and useful tool. Once you download the selected entries to your PC, you can manipulate the downloaded data anyway you wish. The downloaded file will be in CSV Format and can be viewed using any spreadsheet program (i.e. Excel).

Further examples of what can be obtained by utilizing the Financial Segment of the Website.

1. How an Association Officer/Staff Member can see what a Club within its Association currently owes?
2. How a Club Officer/Staff Member can see what a Team within its Club currently owes?

How an Association Officer/Staff Member can see what a Club within its Association currently owes?

1. Log on to the Site.
2. Go To **Officer** Segment. If identified with multiple affiliations, select the Association affiliation desired.



Officer Logoff as Sample User | Search | Go to

[Schedules](#) | [Inquiry](#) | [Assignment](#)

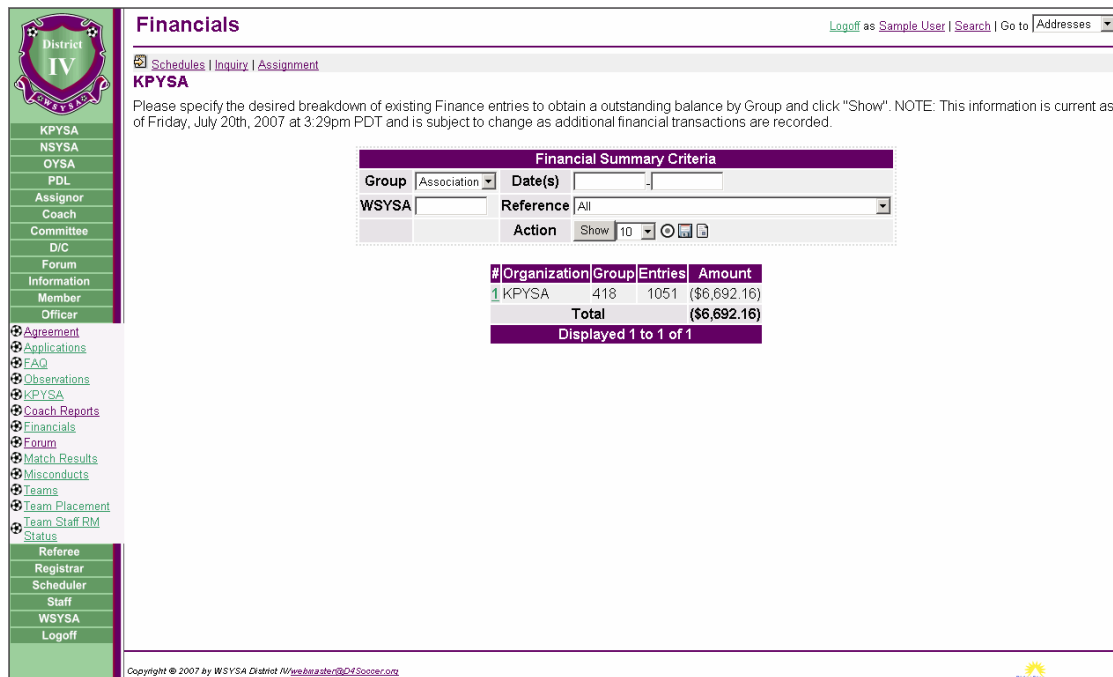
The Organization selection mechanism is being revised. Please check back later

Sample, D4Soccer.org recognizes you as representing the following portions of District IV as an authorized **Officer** as of Friday, July 20th, 2007 at 1:53pm PDT. Subsequent pages in this Segment are associated with the selected Organization. Change the selected Organization by clicking on the appropriate in the Active column.

#	Organization	Title	Active
1	Emerald City	Registrar - Test purposes only	<input type="checkbox"/>
2	KPYSA	Registrar - Test purposes only	<input checked="" type="checkbox"/>
3	WestSound	Administrative Test Only	<input checked="" type="checkbox"/>

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3. Click on **Officer: Financials**



Financials Logoff as Sample User | Search | Go to

[Schedules](#) | [Inquiry](#) | [Assignment](#)

KPYSA

Please specify the desired breakdown of existing Finance entries to obtain an outstanding balance by Group and click "Show". NOTE: This information is current as of Friday, July 20th, 2007 at 3:29pm PDT and is subject to change as additional financial transactions are recorded.

Financial Summary Criteria

Group: Date(s):

WSYSA: Reference:

Action:

#	Organization	Group	Entries	Amount
1	KPYSA	418	1051	(\$6,692.16)
Total				(\$6,692.16)

Displayed 1 to 1 of 1

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4. In the Financial Summary Criteria, make the following selection/s and Click **Show**:
 - a. Group = Club
 - b. Action = All

Financials Logoff as Sample User | Search | Go to

Schedules | Inquiry | Assignment


KPYSA

Please specify the desired breakdown of existing Finance entries to obtain a outstanding balance by Group and click "Show". NOTE: This information is current as of Friday, July 20th, 2007 at 2:03pm PDT and is subject to change as additional financial transactions are recorded.

Financial Summary Criteria			
Group	Club	Date(s)	
WSYSA		Reference	All
		Action	Show All <input type="button" value="Print"/> <input type="button" value="Refresh"/>

#	Organization	Group	Entries	Amount
1	BSC	418262	53	(\$498.61)
2	CKSC	418263	147	(\$1,731.30)
3	FC Crush	418264	2	(\$346.26)
4	NMYSC	418265	50	(\$918.74)
5	SKSC	418266	416	\$0.00
6	TSC	418267	271	(\$2,447.25)
7	WestSound	418268	112	(\$750.00)
Total				(\$6,692.16)

Displayed 1 to 7 of 7

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5. To see/determine what is owed by each club for a specific Reference (i.e. District IV Scheduling Fees, Fields Today Fit Tomorrow Task Team – Club Assessment, District IV Player Assessment Fee, etc.) select the appropriate entry from the Drop Down in the Financial Summary Criteria: Reference and click on **Show**:

- All Clubs within Association for Fields Today Fit Tomorrow Task Team – Club Assessment

Financials Logoff as Sample User | Search | Go to

Schedules | Inquiry | Assignment


KPYSA

Please specify the desired breakdown of existing Finance entries to obtain a outstanding balance by Group and click "Show". NOTE: This information is current as of Friday, July 20th, 2007 at 2:14pm PDT and is subject to change as additional financial transactions are recorded.

Financial Summary Criteria			
Group	Club	Date(s)	
WSYSA		Reference	Fields Today Fit Tomorrow Task Team - Club Assessment
		Action	Show All <input type="button" value="Print"/> <input type="button" value="Refresh"/>

#	Organization	Group	Entries	Amount
1	BSC	418262	3	(\$498.61)
2	CKSC	418263	3	(\$1,731.30)
3	FC Crush	418264	2	(\$346.26)
4	NMYSC	418265	2	(\$918.74)
5	SKSC	418266	4	\$0.00
6	TSC	418267	3	(\$2,322.25)
7	WestSound	418268	4	\$0.00
Total				(\$5,817.16)

Displayed 1 to 7 of 7

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- All Clubs within Association for District IV Player Assessment Fee

Financials Logout as Sample User | Search | Go to | Addresses ▾

Schedules | Inquiry | Assignment

KPYSA

Please specify the desired breakdown of existing Finance entries to obtain an outstanding balance by Group and click "Show". NOTE: This information is current as of Friday, July 20th, 2007 at 2:17pm PDT and is subject to change as additional financial transactions are recorded.

Financial Summary Criteria

Group: Club ▾ Date(s): - / - /

WSYSA ▾ Reference: District IV Player Assessment Fee ▾

Action: Show | All ▾ | [Print] [Refresh]

#	Organization	Group	Entries	Amount
1	BSC	418262	2	\$0.00
2	CKSC	418263	2	\$0.00
3	NMYSC	418265	2	\$0.00
4	SKSC	418266	2	\$0.00
5	TSC	418267	2	\$0.00
6	WestSound	418268	2	\$0.00
Total				\$0.00

Displayed 1 to 6 of 6

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- To see/determine what is owed specifically by a specific club within the Association (i.e. WestSound) select the appropriate entry from the Drop Down in the Financial Summary Criteria: Reference (All) and click on **Show**:

Financials Logout as Sample User | Search | Go to | Addresses ▾

Schedules | Inquiry | Assignment

KPYSA

Please specify the desired breakdown of existing Finance entries to obtain an outstanding balance by Group and click "Show". NOTE: This information is current as of Friday, July 20th, 2007 at 2:03pm PDT and is subject to change as additional financial transactions are recorded.

Financial Summary Criteria

Group: Club ▾ Date(s): - / - /

WSYSA ▾ Reference: All ▾

Action: Show | All ▾ | [Print] [Refresh]

#	Organization	Group	Entries	Amount
1	BSC	418262	53	(\$498.61)
2	CKSC	418263	147	(\$1,731.30)
3	FC Crush	418264	2	(\$346.26)
4	NMYSC	418265	50	(\$918.74)
5	SKSC	418266	416	\$0.00
6	TSC	418267	271	(\$2,447.25)
7	WestSound	418268	112	(\$750.00)
Total				(\$6,692.16)

Displayed 1 to 7 of 7

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- To view/obtain the entries pertinent only to the WestSound Club, simply click on the # next to the WestSound Club in the display (i.e. #7)

Finance Logout as Sample User | Search | Go to Addresses ▾

Schedules | Inquiry | Assignment

Default Criteria has been established!
KPYSA


Please select the **Finance** entry that you would like to review by clicking on the appropriate numeric value you'll see in Column 1 below.

Finance Criteria						
Key	<input type="checkbox"/>	Date	<input type="checkbox"/>	WSYSA	<input checked="" type="checkbox"/>	418268%
Type	<input checked="" type="checkbox"/> All	Number	<input type="checkbox"/>	Reference	<input checked="" type="checkbox"/>	
Amount	<input type="checkbox"/>	From	<input type="checkbox"/>	Notes	<input type="checkbox"/>	
				Action	Show	10 <input type="button" value="⌵"/> <input type="button" value="⌶"/>

Key	Date	WSYSA	Type	Number	Reference	Amount
1	7/3/2007	418268190	Team	2007-08	District IV Sche...	(\$125.00)
2	7/3/2007	418268191	Team	2007-08	District IV Sche...	(\$125.00)
3	7/3/2007	418268689	Team	2007-08	District IV Sche...	(\$125.00)
4	7/3/2007	418268690	Team	2007-08	District IV Sche...	(\$125.00)
5	7/3/2007	418268691	Team	2007-08	District IV Sche...	(\$125.00)
6	7/3/2007	418268792	Team	2007-08	District IV Sche...	(\$125.00)
7	4/11/2007	418268193	Team	5327	PDL League Fee	\$300.00
8	4/11/2007	418268194	Team	5327	PDL League Fee	\$400.00
9	4/11/2007	418268196	Team	5327	PDL League Fee	\$150.00
10	4/11/2007	418268296	Team	5327	PDL League Fee	\$150.00
Total						\$250.00

Displayed 1 to 10 of 112

- Note that the display automatically inserts the Club # into the WSYSA Block in the Finance Criteria Section and also changes the display to show only 10 items. Therefore, the total at the bottom is only for those 10 items displayed. To view the actual total owed, you would have to change the Action Selection to **ALL** and click on Show.

Recommendation – At this point to best acquire/view the data pertinent to the WestSound Club, change the view to **All** and click **Show**. Then using the  icon next to the Show button, download all this data to your own PC as a CSV file. You can then sort and calculate any and all totals you desire with all the data at hand. You have all the data and are then only limited by your ability to utilize Excel.

How a Club Officer/Staff Member can see what a Team within its Club currently owes?

1. Log on to the Site.
2. Go To **Officer** Segment. If identified with multiple affiliations, select the Club affiliation desired.

Officer Logout as Sample User | Search | Go to | Addresses ▾

Schedules | Inquiry | Assignment

The Organization selection mechanism is being revised. Please check back later

Sample, D4Soccer.org recognizes you as representing the following portions of District IV as an authorized **Officer** as of Friday, July 20th, 2007 at 2:46pm PDT. Subsequent pages in this Segment are associated with the selected Organization. Change the selected Organization by clicking on the appropriate in the Active column.

#	Organization	Title	Active
1	Emerald City	Registrar - Test purposes only	<input type="checkbox"/>
2	KPYSA	Registrar - Test purposes only	<input type="checkbox"/>
3	WestSound	Administrative Test Only	<input checked="" type="checkbox"/>

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3. Click on **Officer: Financials**

Financials Logout as Sample User | Search | Go to | Addresses ▾

Schedules | Inquiry | Assignment

Default Criteria has been established!
WestSound

Please specify the desired breakdown of existing Finance entries to obtain a outstanding balance by Group and click "Show". NOTE: This information is current as of Friday, July 20th, 2007 at 3:24pm PDT and is subject to change as additional financial transactions are recorded.

Financial Summary Criteria			
Group	Club	Date(s)	
WSYSA			
		Reference	All
		Action	Show 10 [Refresh] [Print] [Export]

#	Organization	Group	Entries	Amount
1	WestSound	418268	112	(\$750.00)
Total				(\$750.00)

Displayed 1 to 1 of 1

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4. In the Financial Summary Criteria, make the following selection/s and Click **Show**:
 - a. Group = Team
 - b. Action = All

#	Team	Group	Entries	Amount
1	Unknown	418268%	8	\$0.00
2	Unknown	418268188	2	\$0.00
3	WestSound FC 90 Red	418268190	3	(\$125.00)
4	WestSound FC Red 91	418268191	3	(\$125.00)
5	WestSound FC SHERRY	418268192	2	\$0.00
6	WestSound FC 93 ALIRE	418268193	6	\$0.00
7	WestSound FC 94 REYNOLDS	418268194	6	\$0.00
8	WestSound FC 95 Red	418268195	6	\$0.00
9	WestSound FC 96 Drew -A	418268196	2	\$0.00
10	Unknown	418268288	2	\$0.00
11	WestSound FC 90 LUND	418268290	4	\$0.00
12	WestSound FC White 91	418268291	2	\$0.00
13	Unknown	418268295	2	\$0.00
14	WestSound FC 96 Trask-B	418268296	2	\$0.00
15	Unknown	418268395	2	\$0.00
16	Unknown	418268688	2	\$0.00
17	WestSound FC 89 Red	418268689	3	(\$125.00)
18	WestSound FC DREW	418268690	5	(\$125.00)
19	WestSound FC 91 Red	418268691	3	(\$125.00)
20	WestSound FC 92 SHERRY	418268692	2	\$0.00
21	WestSound FC 93 RED	418268693	6	\$0.00
22	WestSound FC 94 Red	418268694	6	\$0.00
23	WestSound FC 95 Red	418268695	8	\$0.00
24	WestSound FC 96 JOSSERAND-A	418268696	2	\$0.00
25	Unknown	418268789	4	\$0.00
26	Unknown	418268791	2	\$0.00
27	WestSound FC 92 CARTER	418268792	5	(\$125.00)
28	Unknown	418268795	4	\$0.00
29	WestSound FC 96 REYNOLDS-B	418268796	2	\$0.00
30	WestSound FC 93 LEAVITT -B	418268893	6	\$0.00
Total				(\$750.00)

Displayed 1 to 30 of 30


- To view/obtain the entries pertinent only to the specific team - "WestSound FC 89 Red" (418268689), simply click on the # next to the team in the display (i.e. #17)

Finance Criteria						
Key	<input checked="" type="checkbox"/>	Date	<input checked="" type="checkbox"/>	WSYSA	<input checked="" type="checkbox"/>	418268689%
Type	<input checked="" type="checkbox"/>	Number	<input checked="" type="checkbox"/>	Reference	<input checked="" type="checkbox"/>	
Amount	<input checked="" type="checkbox"/>	From	<input type="checkbox"/>	Notes	<input type="checkbox"/>	
						Action Show 10 <input type="button" value="Print"/> <input type="button" value="Refresh"/>

Key	Date	WSYSA	Type	Number	Reference	Amount
1	7/3/2007	418268689	Team	2007-08	District IV Sche...	(\$125.00)
2	9/29/2006	418268689	Club	8712	District IV Sche...	\$125.00
3	6/5/2006	418268689	Club	Fall 06	District IV Sche...	(\$125.00)
Total						(\$125.00)

Displayed 1 to 3 of 3

- From this display, you can see that this team only has three entries. All pertaining to District IV Scheduling Fees. They are listed in reverse chronological order.
 - Entry #3 was the Debit for this teams Scheduling Fee for Fall 2006
 - Entry #2 shows the Credit (Payment) for this teams 2006 Scheduling Fee.
 - Entry #1 is the Debit for this teams 2007 Scheduling Fee.

- From this display, the member has the ability to download this data to their own PC for storage and/or further manipulation within their own PC by simply clicking on the  icon next to the Show button. This would download the data in a CSV File format.

This concludes the FAQ covering **How to Utilize the Officer/Staff: Financial Segment/s**.

If anyone experiences any difficulties or has any further questions about the use of these important segments on the website, please contact the District IV Administrator (administrator@d4soccer.org).