Statement Processing

Before you begin processing your statements, be sure that you have selected a Game Billing Method for your league(s) as well as creating Pay Scales.

Group Maint : Game Pay : Statement Processing

Step 1 : Select the League you"ll be paying. Select "All Leagues" if you"re paying them all together.

Step 2 : Initialize Bills / Payments. At the top of the page, be sure the dates are correct in the "Un-invoiced Game Filters".

Listed on the page will be the games for the span of the chosen dates. You can get a detail view of each game by checking the box at the top of the page, and clicking Reload.

Click Initialize All (#) Bills / Payments.

$ XXX ^{SR} - Status Reason may affect amounts. **Totals**

** Status Reasons, Pay Groups, or Unknown - N/A Officials may change Values.
Any applicable Travel Amounts will be calculated during initialization.*

Initialize All 10 Bills / Payments

Initializes Bills / Payments: **from 6/15/13 to 6/16/13** for - **All Leagues** -

Step 3 :

Review Game Bills

To the right of this option, it will tell you the total number of game bill items. After reviewing the amounts and making sure everything is correct, click Process All # Pending Game Bills.

Review Officials Payments

Here you"ll be able to review each individual official"s payments. After reviewing the amounts and making sure everything is correct, click Process All # Pending Officials Payments.

Review Assignor Payments

Here you"ll be able to review each assignor"s payments. After reviewing the amounts and making sure everything is correct, click Process All # Pending Assignors Payments.

Invoice Reports

To retrieve the invoice report of the recent processed statements, go to

Main Menu : Reports : Financial : Select the Report you"re wanting : Select the dates : Click to Get Report

Possible Warnings

- Invalid or Unaccepted Officials

Check the box next to Detail View : Reload

Click on the game # to see what needs to be edited. You can edit at the top right to change the game information, or edit next to Officials/Assessors to go to the override screen. In the override screen you are able to edit the assignments made to the officials as well as manually set their status.

Position	Official (Age - Grade - Assoc)
Referee	BLENK, JOSEPH
AR1	GARGALONI, ASHLEY (24 - 07 - KY)

- No Pay Scale

Group Maint : Game Pay : Maintain Game Pay Scale : Select League : Click to Add a New Pay Scale

- No score has been entered

Click on Edit After Game Details under "Bill Amount". You"ll need to enter something into the score box if your settings require you to do so.

Game Score

	Final Score	
LIONS		(Ho
JAGUARS		(Av

- No "Bill To" Option

Group Maint : Leagues : Select the League : Under "Default Billing Information", select LEAGUE next to Game Billing Method

Default Billing Information

Game Billing Method: League *

* For "Team Group" billing, if no Team Group is defined, the Team itself will be billed.

Officials Paid Onsite ☐ League, Team, etc will not be billed for amount of officials' fees

- Game Needs Admin Attention

Click on Edit After Game Details under Bill Amount. Not there? Be sure the "Detail View" box is checked at the top of the page.

This will take you to the After Game Maintenance page. Under "Needs Admin Attention", check the box next to reviewed.

Needs Admin Attention (Major Issues other than Crew Change)

An Admin User needs to review the Incident Reports and/or Summary Notes below
○ No ● Yes ☑Reviewed