



AMERICAN YOUTH SOCCER ORGANIZATION
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Processing Options – Detailed Review

For those of you who would like to make processing decisions at the player level, please communicate how you would like each player’s registration processed using the spreadsheet provided.

Reviewing the Transaction File

The transaction file contains two spreadsheets, please *review and update* both sheets as outlined below:

- Region Fees
- National Player Fees

97268	2020 Jan 17	Spring Select 2019-2020
97268	2019 Dec 17	Spring Select 2019-2020
Region Fees		National Player Fees

Column Headers

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Order ID	Payment Date	Program Name	Division	Player First Name	Player Last Name	Detail	Spring Program Price	Transaction Amount	Approved Amount	Fee Credit (Coupon)	CC Refund	Check Service Refund	No Action / Remove
1														
2	121419846	2019 Dec 6	Spring Select 2019-2020	10U-B (9,10) Abuele	Isalah	Adams	Division Price	\$650.00	\$650.00	\$650.00	X			
3	121413416	2020 Jan 17	Spring Select 2019-2020	10U-B (9,10) Abuele	Mateo	Aubele	Division Price	\$0.00	\$110.00	\$110.00	X			

Column A-I – Order Detail from Sports Connect

Column J – Approved Amount = **the amount you would like processed** (defaulted to Transaction Amount)

Column K-M – How you would like the Approved Amount processed (mark with X, defaulted to Fee Credit). Detailed descriptions of the process choices and set-up requirements are described in the **Spring Transaction Processing Options** document.

Column N – No Action/Remove. Set the Approved Amount to -0- and move the X to this column if this transaction requires no processing by the Office (e.g. refund has already been provided, or player is not eligible for refund).

Review Tips

O	P	Q
REVIEW AMOUNT	SINGLE SELECTION ONLY	Comment
	OK OK	

Column O – Review Amount will show the word REVIEW if the Recommended Amount does not equal the payment details (Columns S-W). We would ask that you double check these rows.

Column P – Single Selection Only notifies you of rows where there is more than one X or no selection for processing has been made (missing an X).

Reference Data

R	S	T	U	V	W	X	Y
REF DATA ->	Visa/Mc Payments	Amex Payments	Check Payments	Visa/Mc Refunds	Check Refunds	User First Name	User Last
	\$650.00	\$0.00	\$0.00	\$0.00	\$0.00	Brian	Gloye
	\$110.00	\$0.00	\$0.00	\$0.00	\$0.00	Jeff	Whit

Columns S-AG – Include additional transaction details, provided for those who need them, optional for everyone else.

Submitting the Transaction File

Email the approved file to the office Refunds@AYSO.org. Please include your region number in the subject of the email. If you need assistance, please reach out at the email above or at 800-872-2976. We are happy to help.