



Reports

Payment Gateway Report

To access reporting on money to be deposited into your bank account for reconciliation.

1. Go to Reports/Payment Gateway Report.
2. Under payment gateway select the payment gateway.
3. Deselect Include transactions for affiliated orgs.
4. Click on **Generate Report**

Payment Gateway Report

Payment Gateway	All Gateways ▼	Transaction Status	<input checked="" type="checkbox"/> Successful <input type="checkbox"/> Failed
Date Range	From <input type="text"/>  To <input type="text"/> 	Internal or External reference	<input type="text"/>
Affiliates	<input checked="" type="checkbox"/> Include transactions for affiliated orgs	Transaction Type	<input checked="" type="checkbox"/> Payment <input checked="" type="checkbox"/> Refund <input type="checkbox"/> Disbursements
			Generate Report

5. Once data is displayed scroll to bottom of screen and click on download data.

 [Download Report](#)

6. Select download type excel click ok.

Download Report

Choose download format:
☒ Microsoft Excel 2007
☐ Microsoft Excel 2003
☐ Tab separated values (TSV)
☐ Comma separated values (CSV)

Cancel

Ok

Use this excel spreadsheet to reconcile transactions against the Payment Settlement report provided by finance and the bank account statement.

The MPS Disbursement Report will display all transaction taken through the gateway. The individual transaction will need to be reconciled to the Settlement Report which will list the payments disbursed to the bank as a transaction group which will add up to the amount deposited in the bank account for each payment release.

To access a report on all the registration data collected on participants.

1. Go to Reports/Registration/Transaction Report
2. Select Form **do not use All Forms**
3. Click **Go**

Registration Transaction Report ?

Registration Form

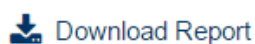
Adelaide Thunderbirds School Holiday Clinics

From

To

Go

4. Once data is displayed scroll to bottom of screen and click on download data.



5. Select download type excel click ok.

Download Report

Choose download format:

☒ Microsoft Excel 2007

☐ Microsoft Excel 2003

☐ Tab separated values (TSV)

☐ Comma separated values (CSV)

Cancel Ok

This report can then be filtered in Excel to display information which can be utilised for trialling purposes.

Custom Lists

Create a custom person filter

Custom reports are designed to enable the user to extract data from MyNetball as required. A custom filter is used to segment the data for the custom report.

To create a custom filter complete the following steps;-

1. Go to People/Custom Person List/Custom Filter Management

Person Filter Management ?

[+ Add New Filter](#)

2. Click on **Add New Filter**

Person Filter Maintenance ?

[← Back to Person Filter Management](#)

Name:	<input type="text"/>	
Description:	<input type="text"/>	
Filter Type:	<input type="radio"/> Static <input checked="" type="radio"/> Dynamic	
Role	<input type="text" value="ANY ROLE"/>	
Sub Role	<input checked="" type="radio"/> Any Sub Role <input type="radio"/> Select Sub Roles...	

Advanced Search

Person Name or ID

Name contains text

Date of birth range

From

To

Gender

☐ Male
 ☐ Female
 ☐ Undisclosed

Registration

Registration Period

Registration Type

Organisation

☒ Include records within the current organisation Netball South Australia
 ☐ Include records within the selected organisation:
☐ Also include records from child organisations of the selected organisation

Preview

3. Give the filter a name and description
4. Select the Player Role and Sub Role if needed
Note: it is important to have completed your role management before creating a filter.
5. Select in Organisation Include records within current organisation.
6. Click **Preview**
7. Save filter.

Create a custom person list

A custom list allows the user to customise information that is displayed on screen and be downloaded for easy information retrieval.

1. Go to People/Custom Person List/ Custom List Management
2. Click on **Add New Custom List**
3. Give the list a name and description
4. Select Person Filter (as previously created)

Custom Person List Management ?

[+ Add New Custom List](#)

Custom Person List Maintenance ?

[← Back to Custom List Manager](#)

Custom List Title	<input type="text"/>		
Custom List Description	<input type="text"/>		
Person Filter	<div>No filter ▼</div>		
Output Fields	<div>Also show:</div> <div> <input type="checkbox"/> Custom fields (*) </div> <div> <input type="checkbox"/> Player fields (**) </div> <div> <input type="checkbox"/> Umpire fields (***) </div> <div> <div> <div>Address1</div> <div>Address2</div> <div>Address3</div> <div>Birth Country</div> <div>Country</div> <div>Date Created</div> <div>Date of Birth</div> </div> <div> <div>→</div> <div>←</div> </div> </div> <div> <div>ID</div> <div>Full Name</div> </div> <div> <div>▲</div> <div>▼</div> </div>		

Save List

5. Click on Also show Custom Fields/Player Fields (this displays all the custom questions asked at registration).

6. Select item you would like in your list from Output Fields then click Add – repeat until all fields are in the chosen fields box.
7. Click **Save List** then click on button.







Custom Person List Maintenance ?

[Back to Custom List Manager](#)

Custom Person List Management ?

[Add New Custom List](#)

☐ Show lists from all owners

TITLE	DESCRIPTION	FILTER	LAST UPDATED	OWNER			
Umpires		Umpire List	23/11/2016 5:18PM	ALL			
President		Presidents	20/09/2016 2:30PM	ALL			

8. To view and download list click on the **eye icon** to open the report
9. Scroll to the bottom of the screen and click on the word **download** to download the report in excel.

 [Download](#)