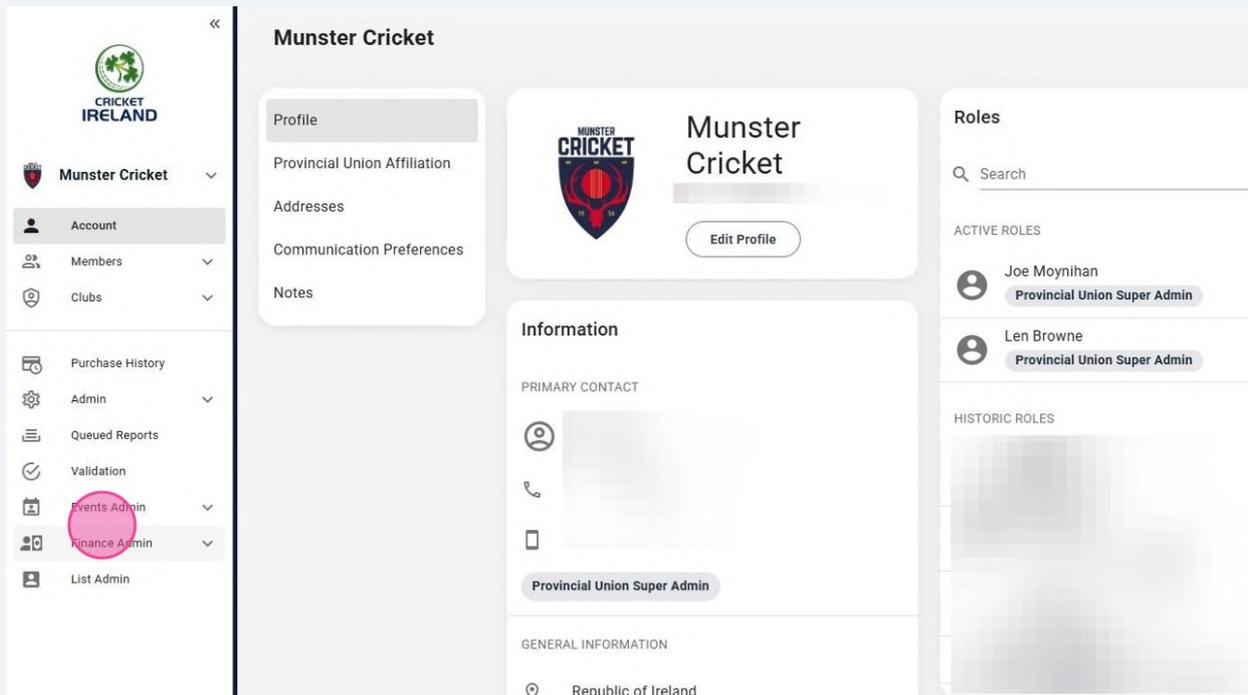


How To Run a Finance Report

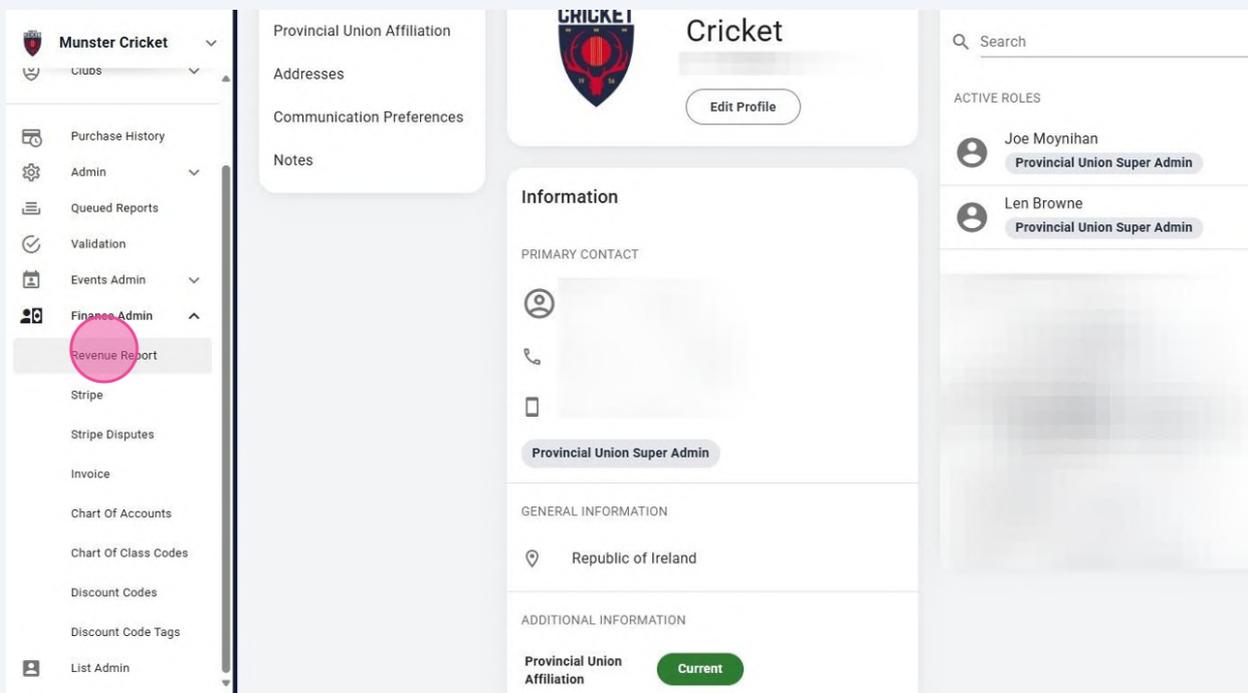
1 Log in to your Club or PU profile.

The screenshot displays the user profile interface for 'Munster Cricket'. On the left is a navigation sidebar with the 'Cricket Ireland' logo and a menu including 'unster Cricket', 'Account', 'Members', 'Clubs', 'Purchase History', 'Admin', 'Queued Reports', 'Validation', 'Events Admin', 'Finance Admin', and 'List Admin'. The main content area is divided into several sections: a 'Profile' sidebar with options like 'Provincial Union Affiliation', 'Addresses', 'Communication Preferences', and 'Notes'; a central header for 'Munster Cricket' with an 'Edit Profile' button; an 'Information' section with 'PRIMARY CONTACT' details (name, phone, mobile) and a 'Provincial Union Super Admin' role tag; a 'GENERAL INFORMATION' section showing the location as 'Republic of Ireland'; and an 'ADDITIONAL INFORMATION' section at the bottom. On the right, a 'Roles' section includes a search bar and lists 'ACTIVE ROLES' (Joe Moynihan and Len Browne, both 'Provincial Union Super Admin') and 'HISTORIC ROLES' (four blurred entries).

2 On the left-hand menu, scroll down to Finance Admin.



3 Click "Revenue Report"



4 Select the dates you want to run the report between.

The screenshot shows a 'Revenue Report' form. The 'From' field is set to '12/03/2025 00:00' and the 'To' field is set to '19/03/2025 00:00'. A pink circle highlights the calendar icon in the 'From' field. Below the date fields, there is a section for 'Inline Processing Fee's' with radio buttons for 'Yes' and 'No', where 'No' is selected. A blue 'Download Report' button is at the bottom right.

5 Select if you want to include the processing Fees in the report.

The screenshot shows the same 'Revenue Report' form. The 'From' field is now '24/02/2025 00:00' and the 'To' field is '19/03/2025 00:00'. A pink circle highlights the 'Yes' radio button under 'Inline Processing Fee's', which is now selected. The 'Download Report' button remains at the bottom right.

6 Click "Download Report"

The screenshot shows a web form for downloading a report. On the left is a sidebar menu with items like 'Munster Cricket', 'Account', 'Members', 'Clubs', 'Purchase History', 'Admin', 'Queued Reports', 'Validation', 'Events Admin', 'Finance Admin', and 'Revenue Report'. The main form area contains the following fields:

- From:** 24/02/2025 00:00
- To:** 19/03/2025 00:00
- Inline Processing Fee's:** Radio buttons for 'Yes' and 'No', with 'No' selected.

A blue button labeled 'Download Report' is highlighted with a pink circle. At the bottom of the page, there is a footer with contact information for Cricket Ireland and a 'Contact Support' button.

7 You will see a message pop up, stating that the report will be emailed to you. This may take a few minutes to emerge in your inbox. You can click the pop up to view 'Queued Reports'.

This screenshot shows the same 'Download Report' form as in step 6, but with a confirmation message pop-up. The 'From' date is now 12/03/2025 00:00. The 'Download Report' button is now labeled 'Download'. A green checkmark pop-up message is displayed in the foreground:

✓ Your report is now generating. We will email liam.foulkes@cricketireland.ie when the report is ready to export. Alternatively, use the 'Queued Reports' space to view the status and download the file (click here).

The sidebar menu is visible on the left, and the footer with 'Contact Support' is at the bottom.

8

You will see the pending reports, which will be available here once created. You can also access 'Queued Reports' on the left-hand menu.

The screenshot displays the 'Queued Reports' interface. On the left, a navigation menu for 'Munster Cricket' includes options like Account, Members, Clubs, Purchase History, Admin, **Queued Reports** (highlighted with an orange circle), Validation, Events Admin, Finance Admin, and List Admin. The main content area is titled 'Queued Reports' and features a search bar and a table. The table contains one entry with the following details:

Date	Status	Filename	Download
18/03/25 14:43	Pending	revenue_report_from_20250224_to_20250319-2025-03-18T144305.xlsx	

At the bottom right of the table, there is a pagination control showing 'Rows per page: 20' and '1-1 of 1'.