PACE RECONCILIATION

Visalia Unified School District – Associated Student Body

SEPTEMBER 1, 2022

PACE Reconciliation Instructions

PACE Reconciliation Instructions

Each month you will receive a statement from PACE. It will look like this:

Merchant Statement

PACE PAYMENT SYSTEMS, INC.
40 BURTON HILLS BLVD, SUITE 415
NASHVILLE, TN 37216

Page 1 of 1

Processing Month:	August 2022	6316
Merchant Number:	▬▬▬▬▬	
Association Number:	524500	
Routing Number:	xxxx▬	
Deposit Account Number:	xxxx▬	

VISALIA UNIFIED SCHOOL DISTRICT
ERIC HENSON
5000 W CYPRESS AVE
VISALIA CA 93277-8300

Amount Deducted:
$ 25.11

Plan Summary

Plan	Number of Sales	Sales Amount	Number of Credits	Credit Amount	Net Sales	Average Ticket	Discount P/I	%	Discount Due
Visa	10	330.20	00	.00	330.20	33.02	0.3500	2.9900	13.37
MasterCard	06	155.12	00	.00	155.12	25.85	0.3500	2.9900	6.74
American Express	00	.00	00	.00	.00	.00	0.3500	2.9900	.00
Discover Cash Adv	00	.00	00	.00	.00	.00	0.3500	2.9900	.00
Discover	00	.00	00	.00	.00	.00	0.3500	2.9900	.00
Debit	00	.00	00	.00	.00	.00		0.0000	.00
*	16	485.32	00	.00	485.32	30.33			20.11

Deposits

Day	Reference Number	Transaction Description	Plan Description	Number of Sales	Sales Amount	Credit Amount	Discount Paid	Net Deposit
2	90001012311	Deposit	All Card Types	01	31.28	.00	.00	31.28
5	90001025132	Deposit	All Card Types	01	41.59	.00	.00	41.59
6	90001039651	Deposit	All Card Types	01	62.21	.00	.00	62.21
7	90001048516	Deposit	All Card Types	03	104.15	.00	.00	104.15
9	90001050788	Deposit	All Card Types	02	52.25	.00	.00	52.25
2	90001063885	Deposit	All Card Types	02	62.56	.00	.00	62.56
2	90001079917	Deposit	All Card Types	01	31.28	.00	.00	31.28
4	90001010005	Deposit	All Card Types	03	60.00	.00	.00	60.00
5	90001020006	Deposit	All Card Types	01	30.00	.00	.00	30.00
1	90001030007	Deposit	All Card Types	01	10.00	.00	.00	10.00
Deposit Totals				16	485.32	.00	.00	485.32

Adjustments

Transaction Day	Reference Number	Transaction Description	Plan Description	Number of Sales	Sales Amount	Credit Amount	Discount Paid	Settled
9	23731623001	Adjustment		00	-5.00	.00	.00	-5.00
9	23731623002	Adjustment		00	-5.00	.00	.00	-5.00
9	23731623001	Adjustment		00	31.28	.00	.00	31.28
9	23731623002	Adjustment		00	41.59	.00	.00	41.59
0	23731624116	Adjustment		00	62.21	.00	.00	62.21
Adjustment Totals				00	125.08	.00	.00	125.08

Fees

Count	Amount	Rate %	Rate Per Item	Description	Fees Paid	Total
Other Fees:						
				Monthly Maintenance Fee	.00	5.00
				Total Other Fees:		5.00
				Total Fees Due:		5.00

Discount Due	20.11
Fees Due	5.00
Amount Deducted	25.11

PACE Reconciliation Instructions

STEP 1 – PRINT DEPOSIT HISTORY FOR CC BATCHES

Login to ASBWorks and access your deposit history

❖ Receipts
  ➢ Deposit History

Print the deposits that occurred within the statement month by clicking on the printer icon next to the deposit. (If a deposit occurred on the last day do NOT print that one. It will be on the following month statement.

	Memo	Checks	Cash	Total	Actions...
08/31/2022	CC Batch ID 801686	0.00	10.00	10.00	🔍 🖨
08/25/2022	CC Batch ID 794453	0.00	30.00	30.00	🔍 🖨

Generate Report

Report Format: PDF

Include Detail? ☑

Generate   Close

Click Generate and Print

STEP 2 – RUN A CREDIT CARD GL SUMMARY REPORT

In ASBWorks access the report:

❖ Reports
  ➢ Account/Transaction Reports
    ▪ Credit Card GL Summary

Print a **Credit Card GL Summary** report for the month that is being reconciled.

IMPORTANT NOTE: Statements from PACE actually run 1 day later than the beginning and ending date. Example: August Statements 8/1/2022 through 8/31/2022 would really be for transactions occurring from 7/31/2022 through 8/30/2022. So, you will need to make sure you adjust the dates accordingly!

Credit Card GL Summary

Date Range: Last Month

Start: 07/31/2022

End: 08/30/2022

Source: All

Sort By: ○ Name ● Number

Report Format: PDF

Create Report

PACE Reconciliation Instructions

Print report and set aside.

In ASBWorks access the report:

❖ Reports
➢ Account/Transaction Reports
▪ POS Card Transaction Report

Run a **POS Card Transaction Report** for the month that is being reconciled (See step 2 regarding dates). When you create the report make sure to select **Excel** as your format.
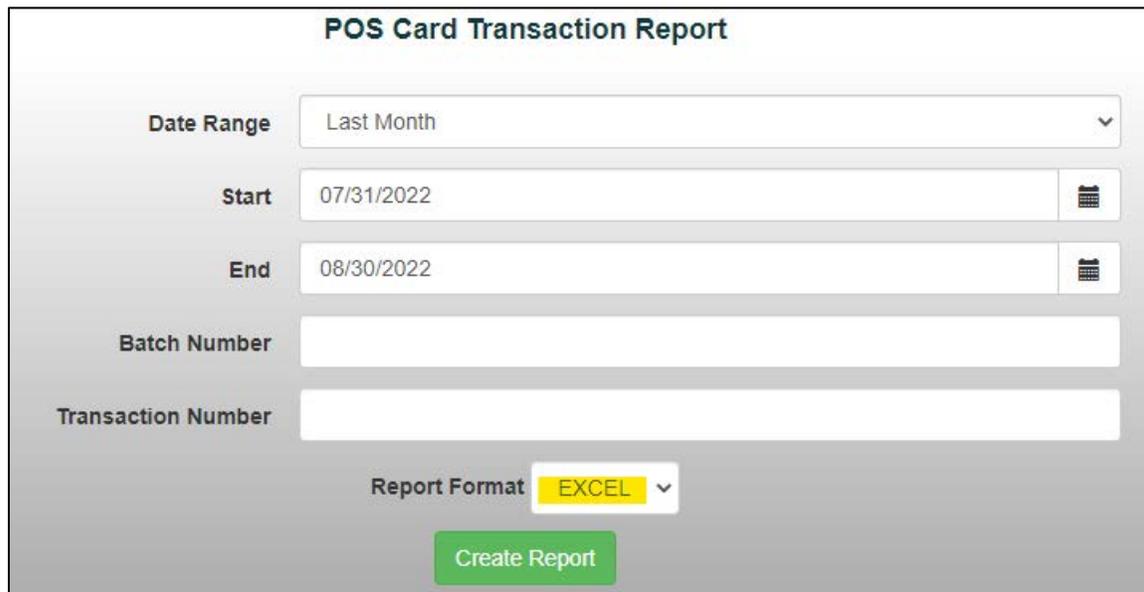
Open the excel file and save it.

When excel opens it will ask you the following:
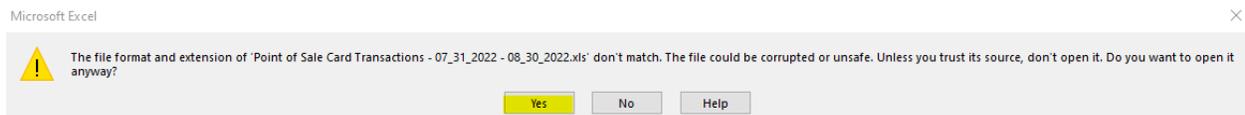
Click **Yes**.

Also, click on **Enable Editing** at the top of the excel file:
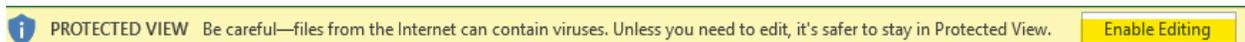
Click File and Save As - choose your location and save it.

On the **Data** ribbon click on the funnel picture to activate the filter:
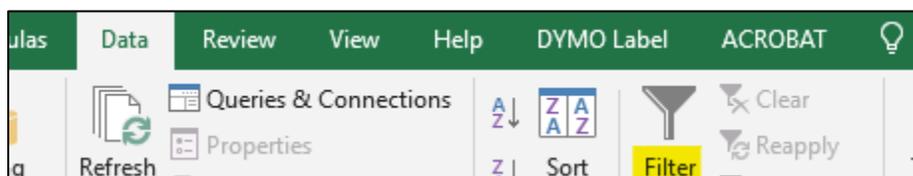
PACE Reconciliation Instructions

Click on the arrow next to the **Date** column and select "**Sort Oldest to Newest**"
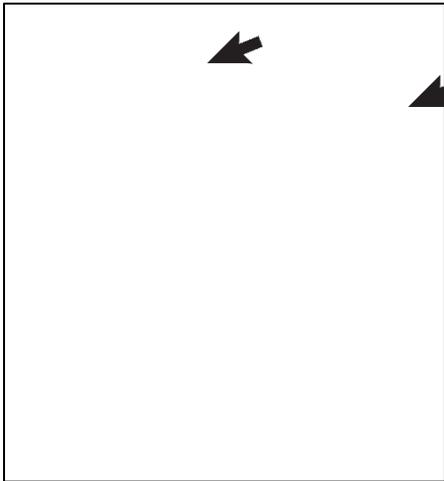
Make sure you select any cell within the excel spreadsheet that contains data.

Select "**Subtotal**" from the Data ribbon:
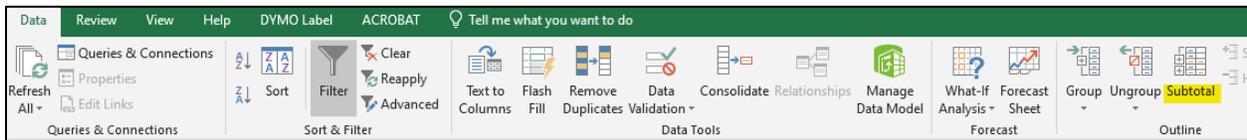
Make sure the following selections are made and click **OK**
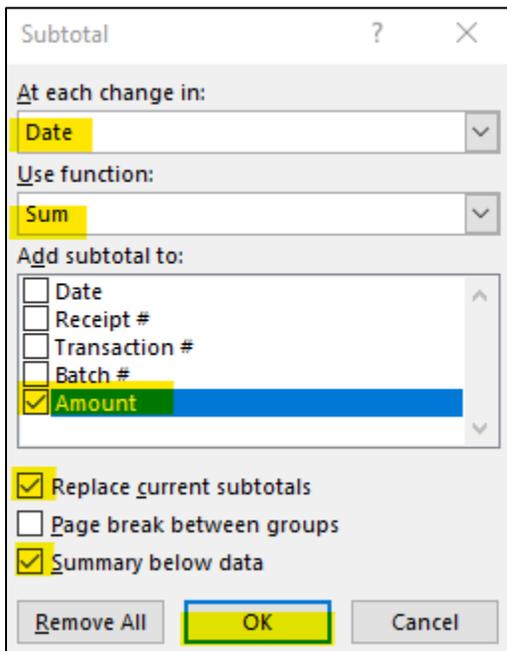
PACE Reconciliation Instructions

Click print and make sure you change the scaling to be "**Fit All Columns on One Page**"
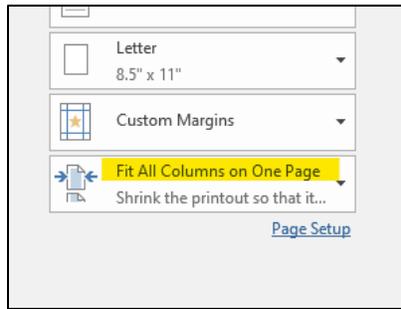
Click print and set aside. Save the file for backup.

STEP 4 – RUN A WEB STORE BATCH REPORT

In ASBWorks access the report:

❖ Reports
  ➢ Account/Transaction Reports
    ▪ Web Store Batch Report

Run a **Web Store Batch Report** for the month that is being reconciled (See step 2 regarding dates). When you create the report make sure to select **Excel** as your format.
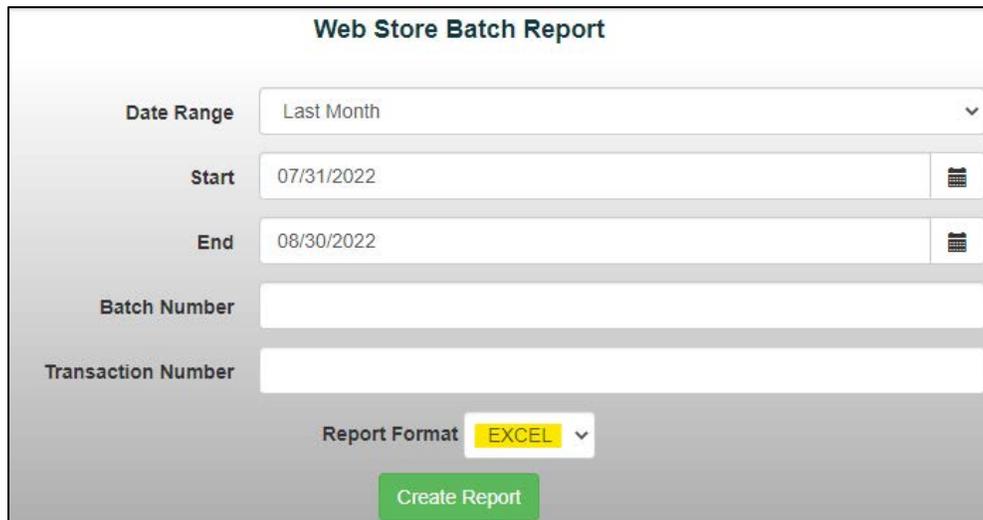

Open the excel file and save it.

When excel opens it will ask you the following:
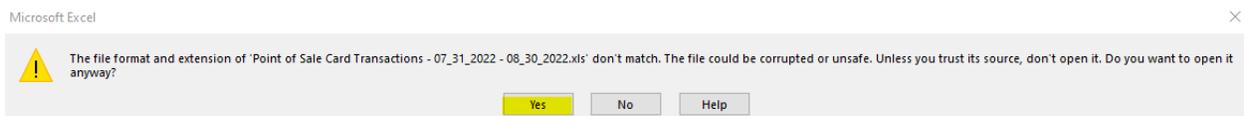
Click **Yes**.

Also, click on **Enable Editing** at the top of the excel file:
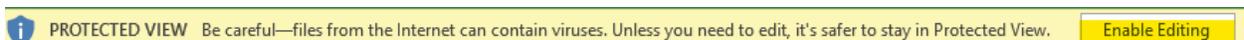
PACE Reconciliation Instructions

Click File and Save As - choose your location and save it.

On the **Data** ribbon click on the funnel picture to activate the filter:
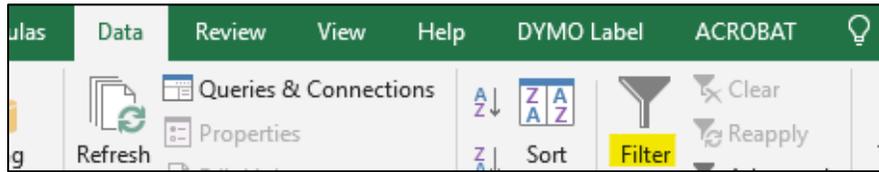
Click on the arrow next to the **Account #** column and select "**Sort Smallest to Largest**"
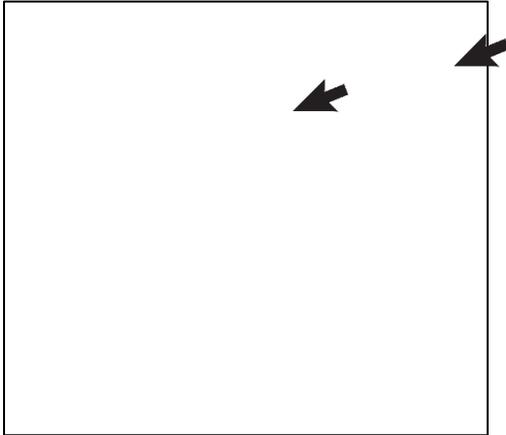
Make sure you select any cell within the excel spreadsheet that contains data.

Select "**Subtotal**" from the Data ribbon:
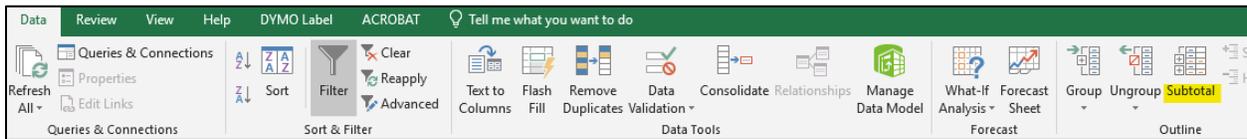
Make sure the following selections are made and click **OK**
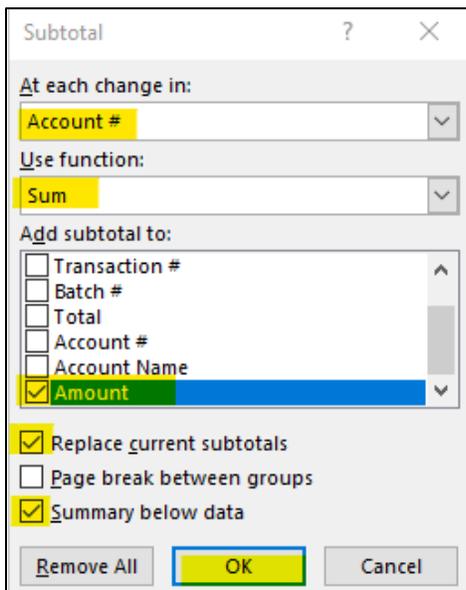
PACE Reconciliation Instructions

Click the cell next to the words "Grand Total"

		4015 Total
		Grand Total

On the **Home** ribbon click on the arrow next to **"AutoSum"** and select **Count Numbers**

Make sure all the numbers in the column for the 4*** "PACE WEB STORE CONV FEE" account is selected:

Click the Enter key on your keyboard.

Click print and make sure you change the orientation to **Landscape** and the scaling to be "**Fit All Columns on One Page**"
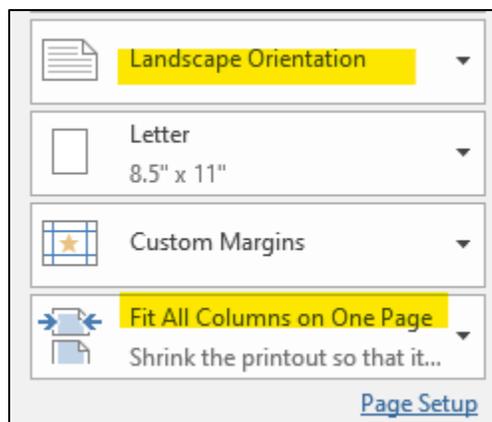
Click print and set aside. Save the file for backup.

PACE Reconciliation Instructions

Compare the deposit section of your *PACE Statement* to the CC Batch "*Deposit Journal*" reports from deposit history and the totals by each day listed on the *POS Transaction report*.

Deposits

Day	Reference Number	Transaction Description	Plan Description	Number of Sales	Sales Amount	Credit Amount	Discount Paid	Net Deposit
2	90001012311	Deposit	All Card Types	01	31.28	.00	.00	31.28 ✓
5	90001025132	Deposit	All Card Types	01	41.59	.00	.00	41.59
6	90001039651	Deposit	All Card Types	01	62.21	.00	.00	62.21
7	90001048516	Deposit	All Card Types	03	104.15	.00	.00	104.15
9	90001050788	Deposit	All Card Types	02	52.25	.00	.00	52.25
2	90001063885	Deposit	All Card Types	02	62.56	.00	.00	62.56
2	90001079917	Deposit	All Card Types	01	31.28	.00	.00	31.28
4	90001010005	Deposit	All Card Types	03	60.00	.00	.00	60.00 ✓
5	90001020006	Deposit	All Card Types	01	30.00	.00	.00	30.00
1	90001030007	Deposit	All Card Types	01	10.00	.00	.00	10.00

Deposit Journal from CC Batch(s) in Deposit History:

High School   Deposit Journal

Date   08/12/2022

Totals		Receipt Totals	
Total Checks	0.00	Total Checks	0.00
Total Cash	31.28	Total Cash	31.28
$	31.28	**Total**	$ 31.28

Checks   0   Number of Receipts   1

CC Batch ID 777105

POS Card Transaction Report:

8/23/2022 Total				60.00
8/24/2022	321	8bbd9842ef33463db4630bf5447db122		30.00
8/24/2022 Total				30.00
8/30/2022	357	54e82323a7d04764862f194c05e0c6e0		10.00
				10.00
8/30/2022 Total				

You should be able to match all deposits listed to one of these two places. If a deposit amount doesn't match you will need to login to your PACE Insite account to research it further. (Hint: also pull your daily closeout if needed to compare credit card receipts to transactions).

PACE Reconciliation Instructions

This is what the spreadsheet will look like:

You will only be updating the data in the Yellow highlighted cells.

❶ Update the month and year.

❷ Monthly Service charges will be split by ASB and Athletics accounts as they produce the highest revenue. Update the account to be your sites ASB and Athletics accounts.

❸ Update the **"Discount Due"** and the **"Amount Deducted"** from the PACE statement

Discount Due	20.11
Fees Due	5.00
Amount Deducted	25.11

Number of Sales
10
06
00
00
00
00
16

❹ Update the "**Total Transactions**" from the number of sales listed on the PACE Statement:

❺ Use the **Credit Card GL Summary** to list each account and their amount. Make sure to not Include the "PACE WEB STORE CONV FEE" here. You will add this information in step 6.

Account Number	Account Name	Amount	
2300	ASB	$	300.00
2526	PE		140.00
4015	PACE WEB STORE CONV FEE		15.32

❻ Use the **Credit Card GL Summary** to enter the **WebStore Account** number and the "**Amount from GL Rpt**"
Use the **Web Store Batches** report to update the "**# of Transactions**" this is the data we entered next to the *Grand Total*

	4015 Total
11.00	Grand Total

PACE Reconciliation Instructions

❼ Use the **Web Store Batches** report to update **Web Store Adjustment** column

For each account listed on the report you will enter the total for that account as a negative adjustment in the webstore adjustment column.

				Web Store
	2300 ASB		30.00	
	2300 ASB		30.00	
	2300 ASB		60.00	**ACCOUNT**	**GL Rpt Total**	**Adjustment**
2300 Total			**240.00**	2300	300.00	**(240.00)**

❽ If your "Difference" is off by a few cents it would be due to a rounding issue. You will need to adjust one of your clubs by a negative amount of the difference.

BEFORE   ADJUSTMENT   AFTER

Reconciliation Totals	$	9.35
Difference	$	**(0.20)**

%	Adjustment	T
79	(0.20)	$

Reconciliation Totals	$	9.15
Difference	$	-

❾ Enter each account listed on the GL report (Except! The web store convenience fee account)

One all information has been entered correctly into the reconciliation worksheet your "Difference" cells should both equal zero! (0).

Reconciliation Totals	$	20.11
Difference	$	-

Amount Deducted	$	23.11
Difference	$	-

Example of reconciled worksheet:

PACE MONTHLY RECONCILIATION

Statement Month	August-2022

				% Grand Total:	100%					
		Web Store	Other	Adjusted		# of			Rounding	
ACCOUNT	GL Rpt Total	Adjustment	Adjustments	Total	% of Total	Transactions	.35 FEE	2.99%	Adjustment	TOTAL
2300	330.00	(270.00)		60.00	60%	3.00	1.05	1.79		$ 2.84
2301	140.00	(100.00)		40.00	40%	2.00	0.70	1.20		$ 1.90
				-	0%	-	-	-		$ -
				-	0%	-	-	-		$ -
				-	0%	-	-	-		$ -
				-	0%	-	-	-		$ -
				-	0%	-	-	-		$ -
				-	0%	-	-	-		$ -
				-	0%	-	-	-		$ -
				-	0%	-	-	-		$ -
				-	0%	-	-	-		$ -
				-	0%	-	-	-		$ -
				-	0%	-	-	-		$ -
				-	0%	-	-	-		$ -
				-	0%	-	-	-		$ -
				-	0%	-	-	-		$ -
				-	0%	-	-	-		$ -
				-	0%	-	-	-		$ -
				-	0%	-	-	-		$ -
				-	0%	-	-	-		$ -
				-	0%	-	-	-		$ -
				-	0%	-	-	-		$ -
				-	0%	-	-	-		$ -
				-	0%	-	-	-		$ -
				-	0%	-	-	-		$ -
				-	0%	-	-	-		$ -
				-	0%	-	-	-		$ -
	470.00	(370.00)	-			5	1.75	0.61		

PACE Reconciliation Instructions

MONTHLY SERVICE CHARGE		$ 5.00
	Acct#	Amount
ASB	2***	$ 2.50
Athletics	2***	$ 2.50
	Total:	$ 5.00

Discount Due	$	20.11
Reconciliation Totals	$	20.11
Difference	$	-

Total Transactions	16
Less WS Tranactions	11
Remaining	5

Pace WS Convenience Fee Acct:		
WebStore Account		4***
Amount from GL Rpt	$	15.32
Adjustments	$	370.00
Adjusted Total:	$	385.32
# of Transactions		11
0.35 Charge	$	3.85
2.99% Charge	$	11.52
Adjust Rounding	$	(0.05)
Webstore Total	$	15.32

Manual Check Entry for Charges:			
Account	Total for Entry		Description
2***	$	2.50	Monthly Fee
2***	$	2.50	Monthly Fee
4***	$	15.32	CC Charges
2***	$	0.05	CC Charges
2300	$	2.84	CC Charges
2301	$	1.90	CC Charges
	$	-	CC Charges
	$	-	CC Charges
	$	-	CC Charges
	$	-	CC Charges
	$	-	CC Charges
	$	-	CC Charges
	$	-	CC Charges
	$	-	CC Charges
	$	-	CC Charges
	$	-	CC Charges
	$	-	CC Charges
	$	-	CC Charges
	$	-	CC Charges
Total Entry	$	25.11	*
Amount Deducted	$	25.11	
Difference	$	-	

STEP 7 – ENTER MANUAL (CHECK) ADJUSTMENTS

In ASBWorks access the Write New Check module:

❖ Checks
  ➢ Write New Check

Use the "Manual Check Entry for Charges" located on your reconciliation worksheet to enter a new manual check.

❖ Bank Account = Select your Primary Account
❖ Payment Date = The last day of the month you reconciled
❖ Payable to = PACE (If not done so already you will need to set them up as a Vendor)
❖ Amount = Total Entry Amount ✳
❖ Handwritten? = Check this box ☒
❖ Check No. = (will be the last date of month being reconciled MMDDYYYY) Example "8312022"
❖ Memo = Monthly CC Charges [Month & Year] Example "Monthly CC Charges August 2022"
❖ Expenses = Enter each account and amount listed under the "Manual Check Entry for Charges" located on your reconciliation worksheet.
❖ GASB OBJECT CODE = 5800
❖ Memo under expenses =
  ➢ Monthly CC Fee M/YY (Example: Monthly CC Fee 8/22) – This is for the $5 monthly fee split
  ➢ CC Service Fees M/YY (Example: CC Service Fees 8/22) – This is for the other charges.
❖ Click Save

Once saved click on "Find Check" located in bottom right of "Write New Check" module, find the check you just entered and print a copy to attach with statement and backup.

PACE Reconciliation Instructions

Example of manual check entry:

Bank Account		Payment Date	
CHECKING		08/31/2022	

Payable To			Amount	
PACE		Open Documents	$ 25.11	

Mailing Address

PACE

☑ Handwritten?

Check No.

8312022

Memo

Monthly CC Charges - August 2022

▼ Expenses   Total: $25.11

Number	Name	GASB Code	Fundraiser	Memo	Amount	
4015	PACE WEB STORE CONV FEE	08-0000-0-0000-0000-5800		CC Service Fees 8/22	$15.32	🗑
2300	ASB	08-0000-0-0000-0000-5800		CC Service Fees 8/22	$2.89	🗑
2526	PE	08-0000-0-0000-0000-5800		CC Service Fees 8/22	$1.90	🗑
2300	ASB	08-0000-0-0000-0000-5800		Monthly CC Fee 8/22	$2.50	🗑
2547	ATHLETIC!	08-0000-0-0000-0000-5800		Monthly CC Fee 8/22	$2.50	🗑
					$0.00	🗑

Add Expense Item

> Inventory   Total: $0.00

> Notes

Find Check   ‹ Previous   Next ›   Void   Print Copy   New Check   Save