

PACE RECONCILIATION

Visalia Unified School District – Associated Student Body



SEPTEMBER 1, 2022

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

M	erchant	Statemer	nt	Page	1 of 1					
PACE P	AYMENT SYST	EMS, INC.		Proces	sing Mor	nth:	A	ugust 20	22	6316
40 BUR NASHV	ILLE, TN 37216	/D, SUITE 415		Mercha	ant Numb	er.	-			
				Associ	ation Nur	nher	5	24500		_
				Associ	auon nun	nizer.		24300	_	
				Routin	g Numbe	r:	х	2008		
				Depos	t Accoun	t Number:	×	XXX		
VISALI	A UNIFIED S	CHOOL DISTR	RICT							
ERIC F	IENSON	WE					Amo	unt Deduct	ted:	
VISALI	A CA 93277-8	3300					\$ 25.	.11		
			Plan Sur	nmary						
	Number	Numb	er of					Discount		Discoun
,	of Sales Sales	Amount Cr 330.20	on on other	.00	330.20	: Average	33.02	0.3500	2.9900	13.3
erCard	06	155.12	00	.00	155.12		25.85	0.3500	2.9900	6.74
rican Express	00	.00	00	.00	.00		.00	0.3500	2.9900	.00
over Cash Adv	00	.00	00	.00	.00		.00	0.3500	2.9900	.00
ver	00	.00	00	.00	.00		.00	0.3500	2.9900	.0
	16	485 32	00		100				0.0000	1.01
	10	100.02	00	.00	485.32		30.33			20.1
		100.02	Depo	.00 sits	485.32		30.33			20.11
Referen	ce Transactio	n Plan	Depo Number of	.00 sits	485.32	Tradit Amo	30.33	Disc	ount	20.11 Ne
Reference Numbe 90001012	ce Transaction r Description	n Plan Description	Depo Number of Sales	.00 sits Sales Am	485.32	Credit Amo	30.33	Disc	Paid .00	20.1 Ne Deposi 31.2
Referent Numbe 900010125	r Description 11 Deposit 132 Deposit	n Plan Description All Card Type: All Card Type:	Depo Number of Sales 01 5 01 5 01	.00 Sits Sales Am 3 4	485.32 2000t 0 1.28 1.59	Credit Amo	30.33 unt .00 .00	Disc	ount Paid .00 .00	20.1 Ne Deposi 31.20 41.50
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Referent Numbe 90001012 90001025 90001039 90001030 90001050	ce Transaction r Description 311 Deposit 132 Deposit 51 Deposit 516 Deposit 788 Deposit	n Plan <u>Description</u> All Card Types All Card Types All Card Types All Card Types All Card Types	Depo Number of Sales 8 01 5 01 5 01 5 01 5 01 5 01 5 01 5 01	.00 sits Sales Ame 3 4 6 10 5	485.32 0unt C 1.28 1.59 2.21 1.15 2.25	Credit Amo	30.33 .00 .00 .00 .00	Disc	00000000000000000000000000000000000000	20.1 Ne 31.2 41.5 62.2 104.1 52.2
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Referent Numbe 900010125 90001039 90001063 90001063 90001063 90001063 90001000 900010100 90001020 900010200 900010201 </td <td>re Transaction r Description 311 Deposit 312 Deposit 3151 Deposit 316 Deposit 385 Deposit 385 Deposit 385 Deposit 385 Deposit 317 Deposit 306 Deposit 307 Deposit 307 Deposit 307 Description 301 Adjustment 302 Adjustment 302 Adjustment 302 Adjustment 303 Adjustment 303 Adjustment 304 Adjustment 305 Adjustment 305 Adjustment 306 Adjustment 307 Adjustment 307 Adjustment 308 Adjustment 308 Adjustment 308 Adjustment 308 Adjustment 309 Adjustment 309 Adjustment 309 Adjustment 309 Adjustment 300 Adjustm</td> <td>Plan Description All Card Type: Al</td> <td>Depo Number of Sales s 01 s s 01 s s 01 s s 02 s s 01 s 02 s 01 s 01 s 01 s 01 s 01 s 01 s s 01 s s 01 s s s s s s s s s s s s s s s s</td> <td>.00 sits Sales Ama 3 4 6 10 5 6 3 6 3 1 48 nents Sales Ama 48 nents 5 5 12 5 5 5 5 5 5 5 5 5 5 5 5 5</td> <td>485.32 2007 C 1.28 1.59 2.21 2.25 2.26 2.27 2.26 2.28 2.88 2.88 2.88 2.88 2.88 2.88 2.</td> <td>Credit Amo</td> <td>30.33 30.33 4000 400</td> <td>Disc Disc Fe</td> <td>ount Paid .00 .00 .00 .00 .00 .00 .00 .00 .00 .0</td> <td>20.1 No Deposit 31.2 41.5 62.2 104.1 52.2 62.5 31.2 60.0 30.0 405.3 5.00 -5.00</td>	re Transaction r Description 311 Deposit 312 Deposit 3151 Deposit 316 Deposit 385 Deposit 385 Deposit 385 Deposit 385 Deposit 317 Deposit 306 Deposit 307 Deposit 307 Deposit 307 Description 301 Adjustment 302 Adjustment 302 Adjustment 302 Adjustment 303 Adjustment 303 Adjustment 304 Adjustment 305 Adjustment 305 Adjustment 306 Adjustment 307 Adjustment 307 Adjustment 308 Adjustment 308 Adjustment 308 Adjustment 308 Adjustment 309 Adjustment 309 Adjustment 309 Adjustment 309 Adjustment 300 Adjustm	Plan Description All Card Type: Al	Depo Number of Sales s 01 s s 01 s s 01 s s 02 s s 01 s 02 s 01 s 01 s 01 s 01 s 01 s 01 s s 01 s s 01 s s s s s s s s s s s s s s s s	.00 sits Sales Ama 3 4 6 10 5 6 3 6 3 1 48 nents Sales Ama 48 nents 5 5 12 5 5 5 5 5 5 5 5 5 5 5 5 5	485.32 2007 C 1.28 1.59 2.21 2.25 2.26 2.27 2.26 2.28 2.88 2.88 2.88 2.88 2.88 2.88 2.	Credit Amo	30.33 30.33 4000 400	Disc Disc Fe	ount Paid .00 .00 .00 .00 .00 .00 .00 .00 .00 .0	20.1 No Deposit 31.2 41.5 62.2 104.1 52.2 62.5 31.2 60.0 30.0 405.3 5.00 -5.00
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Referent 900010125 90001025 90001039 90001039 90001063 90001063 90001063 90001050 90001020 90001020 90001020 900010300 osit Totals 1saction Isaction Referent Numbe 23731623 23731623 23731623 23731623 23731623 23731623 23731623 23731623 23731623 23731623 23731623 23731623 23731623 23731623 23731623 23731624 15	r Description Description 11 Deposit 12 Deposit 131 Deposit 132 Deposit 135 Deposit 135 Deposit 135 Deposit 136 Deposit 137 Deposit 136 Deposit 137 Deposit 138 Deposit 137 Deposit 138 Deposit 138 Deposit 138 Deposit 139 Deposit 130 Deposit 130 Deposit 130 Deposit 130 Deposit 131 Deposit 132 Deposit 132 Deposit 133 Deposit 133 Deposit 134 Deposit 135 Deposit 135 Deposit 135 Deposit 136 Deposit 136 Deposit 136 Deposit 137 Deposit 138 D	n Plan Description All Card Type: All Card	Depo Number of Sales s s s s s s s s s s s s s s s s oth s s oth s s oth Adjustm Number of Sales 00 <t< td=""><td>.00 sits Sales Ama 3 4 6 10 5 6 3 1 48 nents Sales Ama 48 nents 5 3 48 12 5 nce Fee</td><td>485.32 300000000000000000000000000000000000</td><td>Credit Amo</td><td>30.33 unt .00 .00 .00 .00 .00 .00 .00 .0</td><td>Disc Disc Fe Total Othe Total Fe</td><td>ount Paid .00 .00 .00 .00 .00 .00 .00 .00 .00 .0</td><td>20.1 No Deposit 02.2 104.1; 52.2; 62.5; 62.2; 60.0; 30.0; 10.0; 485.3; Settler -5.0; -5.0; -5.0; 31.2; 41.5; 62.2; 125.04 Tota 5.0; 5.</td></t<>	.00 sits Sales Ama 3 4 6 10 5 6 3 1 48 nents Sales Ama 48 nents 5 3 48 12 5 nce Fee	485.32 300000000000000000000000000000000000	Credit Amo	30.33 unt .00 .00 .00 .00 .00 .00 .00 .0	Disc Disc Fe Total Othe Total Fe	ount Paid .00 .00 .00 .00 .00 .00 .00 .00 .00 .0	20.1 No Deposit 02.2 104.1; 52.2; 62.5; 62.2; 60.0; 30.0; 10.0; 485.3; Settler -5.0; -5.0; -5.0; 31.2; 41.5; 62.2; 125.04 Tota 5.0; 5.
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Referent Numbe 90001025 90001025 90001039 90001060 90001060 900010120 90001000 90001020 90001020 9001033 90001020 9001033 90010300 sit Totals 23731623 23731623 23731623 23731623 237316234 237316234 23731624 stment Totals A nt A	re Transaction r Description 311 Deposit 322 Deposit 323 Deposit 325 Deposit 326 Deposit 327 Deposit 326 Deposit 327 Deposit 327 Deposit 327 Deposit 328 Deposit 327 Deposit 327 Deposit 328 Deposit 327 Deposit 328 Deposit 329 Deposit 329 Deposit 329 Deposit 320 Deposit	Plan Description All Card Type: Al	Depo Number of Sales S Adjustn Number of Sales OO OO OO OO OO Sales OO OO OO Sales OO OO OO OO OO OO Sales OO OO OO OO OO OO OO OO <	.00 sits Sales Ame 3 4 6 10 5 6 3 3 4 8 Sales Ame 3 4 5 12 8 noe Fee	485.32 0.00 1.28 1.59 2.21 1.28 2.25 2.25 1.28 0.00 0.00 5.00 1.28 5.08 1.28	Credit Amo Credit Amo 20.11 5.00	<u>unt</u> .00 .00 .00 .00 .00 .00 .00 .00 .00 .0	Disc Disc Fe Total Othe Total Fe	ount Paid 00 00 00 00 00 00 00 00 00 00 00 00 00	20.1 Na Depos 31.2 41.5 62.2 104.1 52.2 62.5 31.2 60.0 30.0 10.0 485.3 Settler -5.00 -5.00 5.00 5.00
Referent Numbe 90001025 90001025 90001050 90001050 90001050 90001000 90001020 9	re Transaction r Description 311 Deposit 132 Deposit 135 Deposit 1385 Deposit 1385 Deposit 137 Deposit 137 Deposit 1385 Deposit 137 Deposit 1306 Deposit 1307 Deposit 1307 Deposit 1307 Description 1304 Adjustment 1316 Adjustment 1316 Adjustment 1316 Adjustment	Plan Description All Card Type: Al	O O	.00 sits Sales Ama 3 4 6 3 3 4 5 5 5 5 5 5 5 5 5 5 5 5 5	485.32 2007 C 1.28 1.59 2.21 1.28 2.25 2.26 2.	20.11 5.00 25.11	20.33 20.33 20.00 .00 .00 .00 .00 .00 .00	Disc Disc Fe Total Othe Total Fe	ount Paid .00 .00 .00 .00 .00 .00 .00 .00 .00 .0	20.1 No Depose 31.2 41.5 62.2 104.1 52.2 62.5 31.2 60.0 30.0 10.0 485.3 Settler -5.0 31.2 41.5 62.2 125.0 Tota 5.0 5.0 5.0 15.

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
				A
08/31/2022 CC Batch ID 801686	0.00	10.00	10.00	۹ 🖨
08/25/2022 CC Batch ID 794453	0.00	30.00	30.00	Q 🛔



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	OName •Number	
	Report Format PDF V	
	Create Report	

Print report and set aside.

STEP 3 - RUN A POS CARD TRANSACTION REPORT

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.

	POS Card Transaction Report	
Date Range	Last Month	~
Start	07/31/2022	1
End	08/30/2022	
Batch Number		
Transaction Number		
	Report Format EXCEL ~	
	Create Report	

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:

() PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View.

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 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:

ſ	Data	Review	View	Help	þ	DYMO	Label	ACROBAT	🛛 Tell me	what yo	ou want to d	o									
F	Refresh All -	Queries &	Connect	ions	2↓ ∡↓	Z A A Z Sort	Filter	Clear	Text to Columns	Flash Fill	Remove Duplicates	Data Validation •	Consolidate	Relationships	Manage Data Model	What-If Analysis *	Forecast Sheet	Group	Ungroup	+ + + 	Ц S П
	q	ueries & Conn	ections				Sort & Fi	lter				Data 1	ools			Fore	cast		0	Dutline	

Make sure the following selections are made and click $\mathbf{O}\mathbf{K}$

Subtotal	?	\times
<u>A</u> t each change in:		
Date		\sim
Use function:		
Sum		\sim
A <u>d</u> d subtotal to:		
Date Receipt #		^
Transaction #		
Amount		~
Replace <u>c</u> urrent subtotals		
Page break between groups		
✓ Summary below data		
Remove All OK	Ca	incel

Click print and make sure you change the scaling to be "Fit All Columns on One Page"

Custom Margins	Custom Margins Fit All Columns on One Page Shrink the printout so that it Page Setup		Letter
Fit All Columns on One Page Shrink the printout so that it	Fit All Columns on One Page Shrink the printout so that it Page Setup		Custom Margins 🗸
Shrink the printout so that it	Shrink the printout so that it Page Setup	→ •	Fit All Columns on One Page
De se Cetur	Page Setup		AL 2 1 1 1 2 1 1 1 1 1 1 1
Page Setup			Shrink the printout so that it

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.

	Web Store Batch Report	
Date Range	Last Month	~
Start	07/31/2022	1
End	08/30/2022	
Batch Number		
Transaction Number		
	Report Format EXCEL 🗸	
	Create Report	

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:

👔 PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

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:

Data	Review	View	Help		DYMO L	abel	ACROBAT	♀ Tell me	what yo	ou want to de	D									
Refresh All •	Queries &	Connecti	ons 4	≥↓ €↓	Z A Z Sort	Filter	Clear	Text to Columns	Flash Fill	Remove Duplicates	Data Validation •	Consolidate	Relationships	Manage Data Model	What-If Analysis •	Forecast Sheet	Group	Ungroup	Subtotal	Ш. 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Q	ueries & Conr	nections			9	Sort & Fi	lter				Data	lools			Fore	cast		(Dutline	

Make sure	the fo	ollowing	selections	are r	nade	and	click	ОК
wake sure	LITE IC		36166110113	arer	naue	anu	CIICK	U ix

Subtotal	?	\times					
<u>A</u> t each change in:							
Account #		\sim					
Use function:							
Sum		\sim					
A <u>d</u> d subtotal to:							
Transaction # Batch # Total Account # Account Name		~					
🗹 Amount		~					
 Replace <u>c</u>urrent subtotals Page break between groups Summary below data 							
Remove All OK	Ca	ncel					

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.

STEP 5 – RECONCILE DEPOSITS

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*.

				Depos	its			
Jay	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
12	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
14	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
11	90001030007	Deposit	All Card Types	01	10,00	.00	60	10.00

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

High School				Deposit Journ	nal	/	
ate	08/12/2022						
tals			Receipt Totals				
otal Checks		0.00	Total Checks	0.00			
otal Cash		31.28	Total Cash	31.28			
	\$	31.28	Total	\$ 31.28			
Checks	0		Number of Receipts	1			
C Batch ID 777105							
POS Card Transactic	on Report:						
8/23/2022 Total						V 6	0.00
8/24/2022	32	21 8	bbd9842ef33463db46	530bf5447db122		3	0.00
8/24/2022 Total						3	0.00
8/30/2022	33	57 54	4e82323a7d04764862	f194c05e0c6e0		1	0.00

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).

10.00

STEP 6 - COMPLETE PACE RECONCILIATION WORKSHEET

This is what the spreadsheet will look like:

stateme	nt Wonth	July-2022																			
			-	% Gra	nd Total:	100%															
		Web Store	Other	Adjusted		# of			Rounding												
ACCOUNT	GL Rpt Total	Adjustment	Adjustments	Total	% of Total	Transactions	.35 FEE	2.99%	Adjustment	TOT	AL										
***	1.00	6		1.00	100%	-	-	0.03		\$ (0.03	MONTHLY SERVIC	E CHA	RGE	\$	5.00	Man	ial Chec	k Entry i	for Cha	irges:
	A	V		-	0%	-	-	-	8	\$	-		A	cct#	Amo	ount	Account	Total f	or Entry	Descr	ription
				-	0%	-	-	-	•	\$	-	ASB	2***		\$	2.50	2***	\$	2.50	Mont	hly Fee
				-	0%	-	-	-		\$	-	Athletics 🔪 🔪	2***		\$	2.50	2***	\$	2.50	Mont	hly Fee
				-	0%	-	-	-		\$	-			Total	: \$	5.00	4***	\$	1.00	CC Ch	narges
				-	0%	-	-	-		\$	-						2***	\$	(0.59	CC Ch	narges
					0%	-	-	-		\$	-	Discount Due	\$	0.41				\$	-	CC Ch	narges
				-	0%	-	-	-		\$	-	Reconciliation Totals	\$	0.41			9	\$	-	CC Ch	narges
					0%		-	-		\$	-	Difference	\$					\$	-	CC Ch	narges
					0%		-	-		\$	-							\$	-	CC Ch	narges
				-	0%	-	-	-		\$	-	Total Transactions		1	4	•		\$	-	CC Ch	narges
				-	0%	-	-	-		\$	-	Less WS Tranactions		1				\$	-	CC Ch	narges
				-	0%	-	-	-		\$	-	Remaining		-				\$	-	CC Ch	narges
				-	0%	-	-	-		\$	-							\$	-	CC Ch	narges
				-	0%	-	-	-		\$	-	Pace WS Convenier	nce Fee	Acct:				\$	-	CC Ch	narges
				-	0%	-	-	-		\$	-	WebStore Account	4	***	6			\$	-	CC Ch	narges
				-	0%	-	-	-		\$	-	Amount from GL Rpt	\$	1.00	V			\$	-	CC Ch	narges
				-	0%	-	-	-		\$	-	Adjustments	\$	-				\$	-	CC Ch	narges
				-	0%	-	-	-		\$	-	Adjusted Total:	\$	1.00				\$	-	CC Ch	narges
				-	0%	-	-	-		\$	•	# of Transactions		1				\$		CC Ch	narges
					0%	-	-	-		\$	•	0.35 Charge	\$	0.35				\$		CC Ch	narges
				-	0%	-	-	-		\$	-	2.99% Charge	\$	0.03				\$	-	CC Ch	harges
				-	0%	-	-	-		\$	-	Adjust Rounding	\$	0.62							
				-	0%	-	-	-		\$	-	Webstore Total	\$	1.00			Т	otal Enti	ry	\$	5.41
				-	0%	-	-	-		\$	-						Amo	unt Dedi	ucted	\$	5.41
				-	0%	-	-	-		Ś	-						C	ifferend	æ	Ś	-
				-	0%	-	-	-		Ś	-										
				-	0%	-	-	-		Ś	-										
				-	0%	-	-	-		\$	-										
				-	0%	-	-	-		\$	-										
	1.00	-	-			-	-	-													

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

1 Update the month and year.

2 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.

3 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	

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

S 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 CONVIFEE	15.32	

6 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*



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.

5	2300	AJU	30.00			Web Store
8	2300	ASB	30.00			web store
l	2300	ASB	60.00	ACCOUNT	GL Rpt Total	Adjustment
	2300 Total		240.00	2300	300.00	(240.00)
	0505		00.00			

8 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	ŀ	٩D٦	USTMENT		AFTER		
Reconcination rotais	\$ 9.35	%	Adjustment	Т	neconcination rotars	Ŷ	5.15
Difference	\$ (0.20)	79	(0.20)	\$	Difference	\$	-

9 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).

neconcinación rotais	ų.	20.11	Amount Deducted	Ş	23.11
Difference	\$	-	Difference	\$	-

Example of reconciled worksheet:

PACE MO	NTHLY RECO	NCILIATION									
0			I								
Statemer	tWonth	August-2022									
				% Gra	nd Total:	100%					
		web score	Other	Adjusted		# OT			Rounding	_	
ACCOUNT	GL RPT TOTAL	Adjustment	Aujuschients	TOLA	% of lotal	Transaculous	-35 FEE	2.99%	Aujustment	-	UIAL
2300	550.00	(270.00)		60.00	60%	3.00	105	1.79		2	2.84
2501	140.00	(100.00)		40.00	40%	2.00	0.70	1.20		2	1.90
					0%	-	-	-		2	-
					0%	-	-	-		2	
				-	0%	-	-	-		2	-
				-	0%	-	-	-		ŝ	-
					096					ě	
					0%	-	-	-		ŝ	
					0%	-	-	-		s	
				-	0%	-	-	-		ŝ	-
				-	0%	-	-	-		s	-
				-	0%	-	-	-		s	-
				-	0%	-	-	-		\$	-
				-	0%	-	-	-		\$	-
				-	0%	-	-	-		\$	-
				-	0%	-	-	-		\$	-
				-	0%	-	-	-		s	-
				-	0%	-	-	-		\$	-
				-	0%	-	-	-		\$	-
				-	0%	-	-	-		\$	-
				-	0%	-	-	-		s	-
				-	0%	-	-	-		s	-
				-	0%	-	-	-		\$	-
				-	0%	-	-	-		s	-
				-	0%	-	-	-		\$	-
				-	0%	-	-	-		\$	-
				-	0%	-	-	-		\$	-
				-	0%	-	-	-		s	-
				-	0%	-	-	-		s	-
	470.00	(370.00)	-			5	1.75	0.61			
						-					

MONTHLY SERV	ICE CHA	RGE	\$	5.00	Manu	ual Che	ck Entry f	or Cha	rges:
		Acct#	Am	ount	Account	Total f	or Entry	Desci	ription
ASB	2***		\$	2.50	2***	\$	2.50	Mont	thly Fee
Athletics	2***		\$	2.50	2***	\$	2.50	Mont	thly Fee
		Total:	\$	5.00	4***	\$	15.32	CC Ch	arges
					2***	\$	0.05	CC Ch	arges
Discount Due	\$	20.11			2300	\$	2.84	CC Ch	arges
Reconciliation Totals	\$	20.11			2301	\$	1.90	CC Ch	arges
Difference	\$	-				\$	-	CC Ch	arges
						\$	-	CC Ch	arges
Total Transactions		16				\$	-	CC Ch	arges
Less WS Tranactions		11				s	-	CC Ch	arges
Remaining		5				\$	-	CC Ch	arges
						\$	-	CC Ch	arges
Pace WS Con venie	ence Fee	Acct:				\$	-	CC Ch	arges
WebStore Account		4***				\$	-	CC Ch	arges
Amount from GL Rpt	s	15.32				s	-	CC Ch	arges
Adjustments	s	370.00				s	-	CC Ch	arges
Adjusted Total:	s	385.32				s	-	CC Ch	arges
# of Transactions		11				\$	-	CC Ch	arges
0.35 Charge	s	3.85				s	-	CC Ch	arges
2.99% Charge	\$	11.52				\$	-	CC Ch	arges
Adjust Rounding	\$	(0.05)							-
Webstore Total	\$	15.32			Т	otal Ent	y .	\$	25.11
					Amou	int Ded	ucted	\$	25.11
					D	ifferenc	'e	٢.	

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.

Example of manual check entry:

Bank Accou	nt			Payment Date	
CHECKING · · · · · · · · · · · · · · · · · · ·			*	08/31/2022	
Payable To PACE Mailing Address PACE			Onen Documents	Amount \$ 25 11 Wandwritten? Check No. 8312022	
Memo Monthly CC	Charges - August 2022				
✓ Exper	nses				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	08-0000-0000-0000-5800		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 Exp	ensellem				
> Inven	tory				Total: \$0.00
> Notes	i				
First Check	C Previous	Next >	Print Core	New Check	Same (9)