





# SchoolPay and

## **EPES Reconciliation**

2020





Click on Reports.

Choose Items.



On the left, enter the date range from your bank statement. Click Transaction Status and choose "All". Click Search at the bottom.

## 🕈 SchoolPay® 🗈 Reports 🗋 Э Search Data West Mesa High School × Transaction # Order # Payer Name Select Payment Method: $\checkmark$ Credit Card Electronic Check Cash Paper Check No-Cost Custom Report Format × 05/01/2020 00 00 05/31/2020 23 59 Advanced Search Item Options **Card Options Transaction Status** v **Transaction Type** v

Click on CSV in the upper right corner, then click Open.

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Reports 1		_	_	_	_	Item Rep	orts 📥 CSV 📥 PDF
N Search Data	Site: Flog	s: Al( Status: (Pending, Settled), Type: (Auth	orize, Refund, Return) Card Brana	t (All), Payment Method: (All), Da	te Range: 2020-05-01 0	200:00—2020-05-31 23:59:59, Pa	iee ld: 3817,
Select Payee	/	111 t3 O					1 2
Transaction # Order #	•	Ceramics Paid By; jordyn sanchez For: Jordyn Sanchez Item ID: STb4F0	Visa ***1707 SID: 217934744	Txn: 9311366 Batch ID: 1409898	\$25.00 Settled	05/31/20 04:56:00 PM	8880
Select Payment Method:	•	Ceramics Paid By, jordyn sanchez For: Jordyn Sanchez Item ID: STb4F0	Viso ***1707 SID: 217934744	Txn: 9311366 Batch ID: 1409898	\$25.00 Settled	05/31/20 04:56:00 PM	8880
Electronic Check Cash Paper Check No-Cast	3	Culinary Arts/Nutrition Paid By: jordyn sanchez For: Jordyn Sanchez Item ID: STb4F0	Visa ***1707 SID: 217934744	Txn: 9311366 Batch ID: 1409898	\$25.00 Settled	05/31/20 04:56:00 PM	8880
Custom Report Format Oper 05/01/2020 0 Alway	rs open files of this type	Convenience Fee aid By: jordyn sanchez or: N/A N/A em ID: N/A	Visa ***1707 SID: N/A	Txn: 9311366 Batch ID: 1409898	\$2.99 Settled	05/31/20 04:56:00 PM	0000
15/31/2020 3 Show	in folder el	P Sashes aid By: Dominic Jones	Visa ***0960	Txn: 9311286	\$13.00	05/21/20	8880

An Excel spreadsheet will open.

Delete all columns except Day, Student First Name, Student Last Name, Student ID, Type, Item Partial Amount, Chart of Account and Chart of Account Label.

										<b>A</b>		¥												
1	A	В	C	D	E	F	G	H			K	L	М	N	0	Р	Q	R	S T		UV	V	V	
1	Txn ID	Batch ID	Date-Time	Txn Item I	Day	Time	Item ID	Title	Category	Student Fi	Student La	Student ID	School Na	District Na	a Grade	Teacher	Cashier Fi	r Cashier La	a Payer Nam Payer	E-m Pay	yer Addı Payer A	ddı Payer	r City Pa	
2	9311366	5 1409898	#########	12530294	#########	16:56:00	STb4F0	Ceramics	Synergy	Jordyn	Sanchez	2.18E+08	West Mes	Albuquerq	P.	12 N/A	N/A	N/A	jordyn san jordyn	ashl 759	9 nicklaus dr sw	87: albug	uerq NI	
3	9311366	5 1409898	#########	12530295	#########	16:56:00	STb4F0	Ceramics	Synergy	Jordyn	Sanchez	2.18E+08	West Mes	Albuquerq	I.	12 N/A	N/A	N/A	jordyn san jordyn	ashl 759	9 nicklaus dr sw	87 albuq	uerq NI	
4	9311366	5 1409898	########	12530296	#########	16:56:00	STb4F0	Culinary A	Synergy	Jordyn	Sanchez	2.18E+08	West Mes	Albuquerq	n in the second s	12 N/A	N/A	N/A	jordyn san jordyn	ashl 759	9 nicklaus dr sw	87 albuq	uerq NI	
- 5	9311366	5 1409898	#########	12530297	*****	16:56:00	N/A	Convenier	n Convenier	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	jordyn san jordyn	ashl 759	9 nicklaus dr sw	87: albug	uerq NI	
6	9311286	5 1409898	#########	12530171	#########	14:22:51	STb4F0	AP Sashes	Synergy	Dominic	Jones	7.82E+08	West Mes	Albuquerq	n i	12 N/A	N/A	N/A	Dominic Jc domin	icjor 910	01 London ave s	w Albuq	uerq NI	
7	9311286	5 1409898	#########	12530172	*****	14:22:51	N/A	Convenier	Convenier	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Dominic Jc domin	icjor 910	01 London ave s	w Albuq	querq NI	
8	9310942	1409200	########	12529641	#########	15:14:54	STb4F0	Cano Art	Synergy	Andres	Gutierrez	3.98E+08	West Mes	Albuquerq	p .	12 N/A	N/A	N/A	Andres Gu crazie	sttro 40	5 Mainsail Dr NV	V Albuq	querq NI	
9	9310942	1409200	#########	12529642	#########	15:14:54	N/A	Convenier	Convenier	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Andres Gu crazie	sttro 40	5 Mainsail Dr NV	V Albua	juerq NI	
10	9310886	5 1409200	#########	12529544	#########	13:14:31	STb4F0	Art 1 - Sim	Synergy	Cassandra	Ake	9.7E+08	West Mes	Albuquerq	p .	12 N/A	N/A	N/A	Blanca Lor bylope	z5@110	01 cerrillos rd sv	/ Albug	querq NI	
11	9310886	5 1409200	#########	12529545	#########	13:14:31	STb4F0	Cano Pain	1 Synergy	Cassandra	Ake	9.7E+08	West Mes	Albuquerq	p.	12 N/A	N/A	N/A	Blanca Log bylope	z5@ 110	01 cerrillos rd sv	/ Albuo	querq NI	
12	9310886	5 1409200	#########	12529546	#########	13:14:31	STb4F0	Photograp	Synergy	Cassandra	Ake	9.7E+08	West Mes	Albuquerq	p.	12 N/A	N/A	N/A	Blanca Log bylope	z5@110	01 cerrillos rd sv	/ Albua	querq NI	
13	9310886	5 1409200	#########	12529547	#########	13:14:31	N/A	Convenier	Convenier	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Blanca Lor bylope	z5@110	01 cerrillos rd sv	/ Albuo	querq NI	
14	9308956	1408209	#########	12526303	#########	17:29:12	STb4F0	MESA	Synergy	Joel	Wickert	6.36E+08	West Mes	Albuquerq	n i	12 N/A	N/A	N/A	Joel wicke joelwi	cker 330	04 Fritzie St NW	ne Albuo	querq NI	
15	9308956	5 1408209	#########	12526304	*****	17:29:12	N/A	Convenier	Convenier	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Joel wicke joelwi	cker 330	04 Fritzie St NW	ne Albuo	querq NI	
16	9307919	1408209	#########	12524449	*****	10:37:53	STb4F0	AP Sashes	Synergy	Andy	Garcia	9.7E+08	West Mes	Albuquerq	p.	12 N/A	N/A	N/A	Andy Garci andyje	suse 609	9 Atrisco Dr Nw	Albuo	querq NI	
17	9307919	1408209	#########	12524450	*****	10:37:53	N/A	Convenier	Convenier	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Andy Garci andyje	suse 609	9 Atrisco Dr Nw	Albuo	querq NI	
18	9307478	1408209	#########	12523767	*****	7:31:56	STb4F0	AP Sashes	Synergy	Bryan	Calderon	6.83E+08	West Mes	Albuquerq	p.	12 N/A	N/A	N/A	Bryan Cald bryan	alde 15	20 57th street n	N Albuo	querq NI	
19	9307478	1408209	#########	12523768	*****	7:31:56	N/A	Convenier	Convenier	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Bryan Cald bryand	alde 150	20 57th street m	N Albuo	querq NI	
20	930575:	1407592	#########	12520532	#########	10:10:45	STb4F0	Video Digi	1 Synergy	Maximus	Rios	9.7E+08	eCADEMY	Albuquerq	e.	11 N/A	eCademy	Cashier 1	Suzanne Ri suzani	heric 17	16 Summer Bree	ze Albuo	querq NI	
21	9305753	1407592	#########	12520533	*****	10:10:45	STb4F0	Guitar	Synergy	Maximus	Rios	9.7E+08	eCADEMY	Albuquerq	p.	11 N/A	eCademy	Cashier 1	Suzanne Ri suzani	heric 17	16 Summer Bree	ze Albuo	querq NI	
22	9305753	1407592	##########	12520534	#########	10:10:45	N/A	Convenier	Convenier	N/A	N/A	N/A	N/A	N/A	N/A	N/A	eCademy	Cashier 1	Suzanne Ri suzani	heric 17	16 Summer Bree	ze Albuo	querq NI	
23	9304848	1406896	#########	12518947	#########	18:59:50	STb4F0	Band	Synergy	Mariah	Barela	3.77E+08	West Mes	Albuquerq	u.	12 N/A	N/A	N/A	Betty Bare barela	109 15	32 55th st NW	Albuo	queru NI	
24	9304848	1406896	#########	12518948	****	18:59:50	N/A	Convenier	Convenier	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Betty Bare barela	109(15)	32 55th st NW	Albue	queru NI	
25	9304578	1406896	#########	12518456	#########	16:18:53	STb4F0	AP Sashes	Synergy	Eriberto	Salas	5.84E+08	West Mes	Albuquerq	p.	12 N/A	N/A	N/A	Eriberto Saerisala	s12(51)	2 53rd st sw	Albue	querq NI	
26	9304578	1406896	###########	12518457	****	16:18:53	N/A	Convenier	Convenier	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Eriberto Sa erisala	s12(51)	2 53rd st sw	Albuo	querg NI	
27	9301925	1404983	#########	12513866	#########	11:25:47	STb4F0	AP Sashes	Synergy	Elisha	Jaramillo	4.19E+08	West Mes	Albuquerq	e.	12 N/A	N/A	N/A	Nathaniel natem	ich2 77	01 Tanbark Ct N	W Albue	querq NI	
28	9301925	1404983	##########	12513867	#########	11:25:47	N/A	Convenier	Convenier	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Nathaniel natem	ich2 77	01 Tanbark Ct N	W Albue	querq NI	
29	9301003	1405582	############	12512326	****	16:41:31	STb4F0	Photograp	Synergy	Erika	Rodriguez	9.7E+08	West Mes	Albuquerq		9 N/A	N/A	N/A	Silvia Acoserisara	122 30	4 56th ST SW	Albuc	uerg NI	
30	930100:	1405582	###########	12512327	##########	16:41:31	N/A	Convenier	Convenier	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Silvia Aco: erisara	122 304	4 56th ST SW	Albue	querq NI	
31	9299290	1405582	############	12509441	****	1:28:04	STb4F0	AP Sashes	Synergy	Ulises Figu	Sosa	9.7E+08	West Mes	Albuquerq		12 N/A	N/A	N/A	Ulises Figu figuer	5a.u 93(	01 Volcano Rd N	W Albuc	auerg NI	
32	9299290	1405582	#########	12509442	#########	1:28:04	N/A	Convenier	Convenier	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Ulises Figu figuer	5a.u 93	01 Volcano Rd N	W Albuc	auera NI	Ŧ
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1 P	ayer	Payer Pay	er Payee Payee Status	Туре	Item T	Item Partia	Conve	Item R Ta	ax C	Quant Paym	e CC Typ	CC # E-checE-che	c E-Che	Chart of A	Chart of J	Subc	h: Subch	Recu	rı Flags	Custom F	ields					
2 N	IM	#### USA	3817 West / Settled	AUTH	25	25	0	0	0	1 CC	VISA	4***********1707	7	570304	Ceramics	No G	L No G	L N/A		synergy_	fe C9DF36F	2-AF4C-41	093-9D	C7-9E3	0334179	5C
3 N	IM	#### US/	3817 West / Settled	AUTH	25	25	0	0	0	1 CC	VISA	4***********1702	7	570304	Ceramics	No G	L No G	L N/A		synergy_	fe 18A523B	B-8058-4	DDE-97	DE-F74	BF618EA	48
4 N	IM	#### USA	3817 West / Settled	AUTH	25	25	0	0	0	1 CC	VISA	4***********1703	7	570335	Culinary A	Ai No G	L No G	L N/A		synergy_	fe 11DDD69	D-2222-4	F56-93	4A-EC9	3F920E1	D4
-5 N	IM	#### US/	3817 West / Settled	AUTH	2.99	0	2.99	0	0	1 CC	VISA	4***********1703	7	N/A	N/A	N/A	N/A	N/A								
6 N	IM	#### US/	3817 West / Settled	AUTH	13	13	0	0	0	1 CC	VISA	4************0960	)	570309	AP Sashes	s No G	L No G	L N/A		synergy_	fe AB9BBF4	A-7F1A-4	981-98	87-127	D2A004D	54
7 N	IM	#### US/	3817 West / Settled	AUTH	1	0	1	0	0	1 CC	VISA	4************0960	)	N/A	N/A	N/A	N/A	N/A								
8 N	IM	#### US/	3817 West / Settled	AUTH	30	30	0	0	0	1 CC	VISA	4************3343	L	570366	Cano Art	No G	L No G	L N/A		synergy_	f€ 10F43965	5-CD43-4	65-99	30-084	BC01C8B	AE
9 N	IM	#### US/	3817 West / Settled	AUTH	1.95	0	1.95	0	0	1 CC	VISA	4*************3343	L	N/A	N/A	N/A	N/A	N/A								
10 N	IM	#### US/	3817 West / Settled	AUTH	30	30	0	0	0	1 CC	VISA	4***********4407	7	570302	Art 1 - Sin	n No G	L No G	L N/A		synergy_	fe E71BE70	7-FBC4-40	01A-9A	C3-D92	E54E736	3A
11 N	IM	#### US/	3817 West / Settled	AUTH	50	50	0	0	0	1 CC	VISA	4***********4407	7	570306	Cano Pair	nt No G	L No G	L N/A		synergy_	fe 3F1CD6E	3-3B8F-45	5E5-AD	5B-8FA	0A81380	97
12 N	IM	#### US/	3817 West / Settled	AUTH	30	30	0	0	0	1 CC	VISA	4***********4407	7	570341	Photogra	p No G	L No G	l N/A		synergy_	f€ B97F9F80	0-94F9-41	98-B33	5-B453	28295FC	7
13 N	IM	#### US/	3817 West / Settled	AUTH	4.38	0	4.38	0	0	1 CC	VISA	4***********4407	7	N/A	N/A	N/A	N/A	N/A								
14 N	IM	#### US/	3817 West / Settled	AUTH	30	30	0	0	0	1 CC	VISA	4**********5070	כ	570452	MESA	No G	L No G	l N/A		synergy_	f€ 4052AFC	C-1311-42	237-87	3B-01C	7DB18F7	32
15 N	IM	#### US/	3817 West / Settled	AUTH	1.95	0	1.95	0	0	1 CC	VISA	4**********5070	כ	N/A	N/A	N/A	N/A	N/A								
16 N	IM	#### USA	3817 West / Settled	AUTH	26	26	0	0	0	1 CC	MCRD	5*************2803	L	570309	AP Sashes	No G	L No G	L N/A		synergy_	fe E2A2060	C-2CB0-4	577-AA	C8-203	32C1919	A5
17 N	IM	#### US/	3817 West / Settled	AUTH	1.95	0	1.95	0	0	1 CC	MCRD	5**************2803	L	N/A	N/A	N/A	N/A	N/A								
18 N	IM	#### USA	3817 West / Settled	AUTH	52	52	0	0	0	1 CC	VISA	4**********9955	5	570309	AP Sashes	s No G	L No G	L N/A		synergy_	fe 1D135C9	4-982D-4	DDA-AI	86-5C	75599A9	DE
19 N	IM	#### US/	3817 West / Settled	AUTH	2.07	0	2.07	0	0	1 CC	VISA	4***********9955	5	N/A	N/A	N/A	N/A	N/A								
20 N	IM	#### US/	3817 West / Settled	AUTH	10	10	0	0	0	1 CC	VISA	4***********9068	3	570355	Video Dig	it No G	L No G	L N/A	Retail	synergy_	fe 49EDF51	C-7A33-4	900-9B	C7-903	AC99A15	1E
21 N	IM	#### US/	3817 West / Settled	AUTH	20	20	0	0	0	1 CC	VISA	4***********9068	3	570147	Guitar	No G	L No G	L N/A	Retail	synergy_	fe 1011695	C-65F8-44	17-900	)C-44D	DEDC6D0	DB
22 N	IM	#### US/	3817 West / Settled	AUTH	1.95	0	1.95	0	0	1 CC	VISA	4***********9068	3	N/A	N/A	N/A	N/A	N/A	Retail							
23 N	IM	#### US/	3817 West / Settled	AUTH	50	50	0	0	0	1 CC	VISA	4************0454	1	570115	Band	No G	L No G	L N/A		synergy_	f€ 5F924BC	F-2FCE-43	329-98F	6-45E1	FC0221F	3
24 N	IM	#### US/	3817 West / Settled	AUTH	1.99	0	1.99	0	0	1 CC	VISA	4************0454	1	N/A	N/A	N/A	N/A	N/A								
25 N	IM	#### US/	3817 West / Settled	AUTH	26	26	0	0	0	1 CC	VISA	4***********5066	5	570309	AP Sashes	s No G	L No G	L N/A		synergy_	fe ECE19B4	D-DEEC-4	884-A1	DE-578	89F848DE	F1
26 N	IM	#### US/	3817 West   Settled	AUTH	1.95	0	1.95	0	0	1 CC	VISA	4***********5066	5	N/A	N/A	N/A	N/A	N/A								
27 N	IM	#### US/	3817 West / Settled	AUTH	39	39	0	0	0	1 CC	MCRD	5***********908:	L	570309	AP Sashes	No G	L No G	L N/A		synergy_	fe A22D8AD	04-D5C7-4	552-87	'C7-4FE	C59DF10	157
28 N	M	#### US/	3817 West   Settled	AUTH	1.95	0	1.95	0	0	1 CC	MCRD	5***********908:	L	N/A	N/A	N/A	N/A	N/A								
29 N	IM	#### US/	3817 West / Settled	AUTH	30	30	0	0	0	1 CC	MCRD	5************0583	3	570341	Photogra	p No G	L No G	L N/A		synergy_	fe 15EDFC7	4 9BD8-4	1FF-AC	8E-031	5A17DD7	E7
30 N	M	#### USA	3817 West Settled	AUTH	1.95	0	1.95	0	0	1 CC	MCRD	5***********0583	3	N/A	N/A	N/A	N/A	N/A								
31 N	IM	#### USA	3817 West / Settled	AUTH	13	13	0	0	0	1 CC	MCRD	5***********6852	2	570309	AP Sashes	s No G	L No G	L N/A		synergy_	fe BF861EC	5-C48D-4	C04-90	AF-5A4	46EB533	37
_32 IN	IM_	#### US/	3817 West / Settled	AUTH	1	0	1	0	0	1 CC	MCRD	5***********6852	2	N/A	N/A	N/A	N/A	N/A								
	7	expor													1 4											
Ready																A	verage: 1	2992.93	273 Count:	1697 Sum: 8	367448.68		Ш	-		+

#### The spreadsheet should look like this:

	А	В	С	D	Е	F	G	Н	I.
1	Day	Student First Name	Student Last Name	Student ID	Туре	Item Partial Amount	Chart of Account	Chart of Accou	unt Label
2	5/31/2020	Jordyn	Sanchez	2.18E+08	AUTH	25	570304	Ceramics	
3	5/31/2020	Jordyn	Sanchez	2.18E+08	AUTH	25	570304	Ceramics	
4	5/31/2020	Jordyn	Sanchez	2.18E+08	AUTH	25	570335	Culinary Arts/N	Nutrition
5	5/31/2020	N/A	N/A	N/A	AUTH	0	N/A	N/A	
6	5/31/2020	Dominic	Jones	7.82E+08	AUTH	13	570309	AP Sashes	
7	5/31/2020	N/A	N/A	N/A	AUTH	0	N/A	N/A	
8	5/30/2020	Andres	Gutierrez	3.98E+08	AUTH	30	570366	Cano Art	
9	5/30/2020	N/A	N/A	N/A	AUTH	0	N/A	N/A	
10	5/30/2020	Cassandra	Ake	9.7E+08	AUTH	30	570302	Art 1 - Simmor	15
11	5/30/2020	Cassandra	Ake	9.7E+08	AUTH	50	570306	Cano Paint & [	Draw
12	5/30/2020	Cassandra	Ake	9.7E+08	AUTH	30	570341	Photography	
13	5/30/2020	N/A	N/A	N/A	AUTH	0	N/A	N/A	
14	5/28/2020	Joel	Wickert	6.36E+08	AUTH	30	570452	MESA	
15	5/28/2020	N/A	N/A	N/A	AUTH	0	N/A	N/A	
16	5/28/2020	Andy	Garcia	9.7E+08	AUTH	26	570309	AP Sashes	
17	5/28/2020	N/A	N/A	N/A	AUTH	0	N/A	N/A	
18	5/28/2020	Bryan	Calderon	6.83E+08	AUTH	52	570309	AP Sashes	
19	5/28/2020	N/A	N/A	N/A	AUTH	0	N/A	N/A	
20	5/27/2020	Maximus	Rios	9.7E+08	AUTH	10	570355	Video Digital	
21	5/27/2020	Maximus	Rios	9.7E+08	AUTH	20	570147	Guitar	
22	5/27/2020	N/A	N/A	N/A	AUTH	0	N/A	N/A	
23	5/26/2020	Mariah	Barela	3.77E+08	AUTH	50	570115	Band	
24	5/26/2020	N/A	N/A	N/A	AUTH	0	N/A	N/A	
25	5/26/2020	Eriberto	Salas	5.84E+08	AUTH	26	570309	AP Sashes	
26	5/26/2020	N/A	N/A	N/A	AUTH	0	N/A	N/A	
27	5/24/2020	Elisha	Jaramillo	4.19E+08	AUTH	39	570309	AP Sashes	
28	5/24/2020	N/A	N/A	N/A	AUTH	0	N/A	N/A	
29	5/22/2020	Erika	Rodriguez	9.7E+08	AUTH	30	570341	Photography	
30	5/22/2020	N/A	N/A	N/A	AUTH	0	N/A	N/A	
31	5/22/2020	Ulises Figueroa	Sosa	9.7E+08	AUTH	13	570309	AP Sashes	
32	5/22/2020	N/A	N/A	N/A	AUTH	0	N/A	N/A	
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Highlight the cells, then click on Sort and choose ascending.

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/31/2020 Jordyn	Sanchez	2.18E+08	AUTH		25	570335	Culinary A	ts/Nutrition										
/31/2020 N/A	N/A	N/A	AUTH		0 N/A		N/A											
/31/2020 Dominic	Jones	7.82E+08	AUTH		13	570309	AP Sashes	1 · · · · · · · · · · · · · · · · · · ·										
/31/2020 N/A	N/A	N/A	AUTH		0 N/A		N/A											
/30/2020 Andres	Gutierrez	3.98E+08	AUTH		30	570366	Cano Art											
/30/2020 N/A	N/A	N/A	AUTH		0 N/A		N/A											
/30/2020 Cassandra	Ake	9.7E+08	AUTH		30	570302	Art 1 - Sim	mons										
/30/2020 Cassandra	Ake	9.7E+08	AUTH		50	570306	Cano Pain	& Draw										
/30/2020 Cassandra	Ake	9.7E+08	AUTH		30	570341	Photograp	phy										
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/28/2020 Joel	Wickert	6.36E+08	AUTH		30	570452	MESA	1										
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/28/2020 Andy	Garcia	9.7E+08	AUTH		26	570309	AP Sashes											
/28/2020 N/A	N/A	N/A	AUTH		0 N/A		N/A											
/28/2020 Bryan	Calderon	6.83E+08	AUTH		52	570309	AP Sashes											
/28/2020 N/A	N/A	N/A	AUTH		0 N/A		N/A											
/27/2020 Maximus	Rios	9.7E+08	AUTH		10	570355	Video Digi	i al										
/27/2020 Maximus	Rios	9.7E+08	AUTH		20	570147	Guitar											
/27/2020 N/A	N/A	N/A	AUTH		0 N/A		N/A											
/26/2020 Mariah	Barela	3.77E+08	AUTH		50	570115	Band											
5/26/2020 N/A	N/A	N/A	AUTH		0 N/A		N/A											
0/26/2020 Eriberto	Salas	5.84E+08	AUTH		26	570309	AP Sashes											
/26/2020 N/A	N/A	N/A	AUTH		0 N/A		N/A											
/24/2020 Elisha	Jaramillo	4.19E+08	AUTH		39	570309	AP Sashes											
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/22/2020 Erika	Rodriguez	9.7E+08	AUTH		30	570341	Photograp	phy										
/22/2020 N/A	N/A	N/A	AUTH		0 N/A		N/A											
/22/2020 Ulises Figueroa	Sosa	9.7E+08	AUTH		13	570309	AP Sashes											
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5/9/2020 Itzainara	M/A	4.24E+U0 /	AUTH		0 N/A	370309 1	N/A												
5/9/2020 N/A	Miramonter	2 775+09	AUTH		52	570200	AD Sachar												
5/9/2020 AVAIO	Miramones	2.722400 /	AUTH		O NI/A	570309 1	M/A												
(10/2020 Amanda	Castellano	5 555 109 /	AUTH		26	570200	AD Saches												
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(11/2020 Gyanna	Tafova	7 055408	AUTH		26	570200	AD Sarbar												
11/2020 Cyanele	N/A	N/A /	AUTH		0 N/A	3703091	N/A												
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11/2020 EUCanz	N/A	N/A	MITH		0 N/A	3703097	N/A												
5/11/2020 Malissa	Valdaz	0.75+08	AUTH		20	570147	Guitar												
11/2020 N/A	N/A	N/A /	ALITH		0 N/A	575147	N/A												
/11/2020 Melissa	Valdez	9.75+09	AUTH		20	570147	Guitar												
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5/13/2020 Alucia	Atkins	0 7E+08	AUTH		26	570300	AD Saches												
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In the subtotal box, choose Day; Sum; Item Partial Amount; Replace Current Subtotals; Summary below data; uncheck Chart of Account Label, then click OK.

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7 5/7/2020 Ray	Avila	4.13E+08 AUTH	12 57	0551 Auto Acco	unt Label				Student Last Name	^		
8 5/7/2020 N/A	N/A	N/A AUTH	0 N/A	N/A					Type			
9 5/8/2020 Amber	Dee	6.46E+08 AUTH	26 57	0309 AP Sashes					🗹 Item Partial Amount			
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11 5/8/2020 Tea	Baca	6.61E+08 AUTH	60 57	0341 Photograp	hy							1
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13 5/8/2020 Tea	Baca	6.61E+08 AUTH	15 57	0360 Yoga/Pilat	es				gage break between groups			
14 5/8/2020 N/A	N/A	N/A AUTH	0 N/A	N/A					Summary below data			
15 5/9/2020 Itzamara	Grande-Zamora	4.24E+08 AUTH	52 57	0309 AP Sashes								
16 5/9/2020 N/A	N/A	N/A AUTH	0 N/A	N/A					Bernove All OK Car	cel		
17 5/9/2020 Alvaro	Miramontes	2.72E+08 AUTH	52 57	0309 AP Sashes								
18 5/9/2020 N/A	N/A	N/A AUTH	0 N/A	N/A								
19 5/10/2020 Amanda	Castellano	5.55E+08 AUTH	26 57	0309 AP Sashes								
20 5/10/2020 N/A	N/A	N/A AUTH	0 N/A	N/A								
21 5/11/2020 Cyanne	Tafoya	7.95E+08 AUTH	26 57	0309 AP Sashes								
22 5/11/2020 N/A	N/A	N/A AUTH	0 N/A	N/A								
23 5/11/2020 Eucariz	Lucero	1.04E+08 AUTH	26 57	0309 AP Sashes								
24 5/11/2020 N/A	N/A	N/A AUTH	0 N/A	N/A								
25 5/11/2020 Melissa	Valdez	9.7E+08 AUTH	20 57	0147 Guitar								
26 5/11/2020 N/A	N/A	N/A AUTH	0 N/A	N/A								
27 5/11/2020 Melissa	Valdez	9.7E+08 AUTH	20 57	0147 Guitar								
28 5/11/2020 N/A	N/A	N/A AUTH	0 N/A	N/A								
29 5/13/2020 Alycia	Atkins	9.7E+08 AUTH	26 57	0309 AP Sashes								
30 5/13/2020 N/A	N/A	N/A AUTH	0 N/A	N/A								
31 5/13/2020 Owen	Herrington	1.52E+08 AUTH	20 57	0175 Orchestra								
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The results should look like this (the daily totals should agree with your daily School Pay bank deposits):

1	A	В	C	D	E	F	G	н	1
1	Day	Student First N	lame Student Last Nam	e Student ID	Туре	Item Partial Amount	Chart of Account	Chart of Ad	count Label
2	5/6/2020	Evangelina	Mauricio	9.8E+08	AUTH	30	570366	Cano Art	
3	5/6/2020	Evangelina	Mauricio	9.8E+08	AUTH	50	570306	Cano Paint	& Draw
4	5/6/2020	N/A	N/A	N/A	AUTH	0	N/A	N/A	
5	5/6/2020	Alexsis	Montoya	1.91E+08	AUTH	50	570175	Orchestra	
6	5/6/2020	N/A	N/A	N/A	AUTH	0	N/A	N/A	
7	5/6/2020 T	otal				130			
8	5/7/2020	Ray	Avila	4.13E+08	AUTH	12	570551	Auto Accou	int Label
9	5/7/2020	N/A	N/A	N/A	AUTH	0	N/A	N/A	
10	5/7/2020 T	otal				12			
11	5/8/2020	Amber	Dee	6.46E+08	AUTH	26	570309	AP Sashes	
12	5/8/2020	N/A	N/A	N/A	AUTH	0	N/A	N/A	
13	5/8/2020	Tea	Baca	6.61E+08	AUTH	60	570341	Photograp	1y
14	5/8/2020	Tea	Baca	6.61E+08	AUTH	60	570341	Photograp	iy
15	5/8/2020	Tea	Baca	6.61E+08	AUTH	15	570360	Yoga/Pilati	es
16	5/8/2020	N/A	N/A	N/A	AUTH	0	N/A	N/A	
17	5/8/2020 T	otal				161			
18	5/9/2020	Itzamara	Grande-Zamora	4.24E+08	AUTH	52	570309	AP Sashes	
19	5/9/2020	N/A	N/A	N/A	AUTH	0	N/A	N/A	
20	5/9/2020	Alvaro	Miramontes	2.72E+08	AUTH	52	570309	AP Sashes	
21	5/9/2020	N/A	N/A	N/A	AUTH	0	N/A	N/A	
22	5/9/2020 T	otal				104			
23	5/10/2020	Amanda	Castellano	5.55E+08	AUTH	26	570309	AP Sashes	
24	5/10/2020	N/A	N/A	N/A	AUTH	0	N/A	N/A	
25	5/10/2020	Total				26			
26	5/11/2020	Cyanne	Tafoya	7.95E+08	AUTH	26	570309	AP Sashes	
27	5/11/2020	N/A	N/A	N/A	AUTH	0	N/A	N/A	
28	5/11/2020	Eucariz	Lucero	1.04E+08	AUTH	26	570309	AP Sashes	
29	5/11/2020	N/A	N/A	N/A	AUTH	0	N/A	N/A	
30	5/11/2020	Melissa	Valdez	9.7E+08	AUTH	20	570147	Guitar	
31	5/11/2020	N/A	N/A	N/A	AUTH	0	N/A	N/A	
32	5/11/2020	Melissa	Valdez	9 7F+08	AUTH	20	570147	Guitar	

Print and submit a copy along with your monthly activity fund reports.

All School Pay transactions (payments and refunds) will automatically post and be reflected on the EPES checking account and activity account ledgers using a program generated receipt number.

#### WEST MESA HIGH SCHOOL

### Sequential List of Receipts (by Receipt)

Page 1 of 4

Sequential List of Receipts

J	une	15,	2020	

				(**	* * * * * * * * * * Receipt Detai	******	*)
Receipt No.	Date	Pay	<b>Received From</b>				
Note		Type*	Payee	Account	Name	Amount	GL Acct.
1	05/31/2020		UNITED BUSINESS BANK				
CHECKING INTERE	EST 5/30/20	С	UNITED BUSINESS BANK	570601	CHECKING INTEREST	\$2.50	992
				Total for Receipt Ni	ımber: 1	\$2.50	
12.007	05/06/2020		School Pay				
Evangelina Mauricio		R	School Pay	570306	PAINTING AND DRAWING	\$50.00	992
Evangelina Mauricio		R	School Pay	570366	ART I-II CANO	\$30.00	992
				Total for Receipt Nu	umber: 12.007	\$80.00	
12.008	05/06/2020		School Pay				
Alexsis Montoya		R	School Pay	570175	ORCHESTRA	\$50.00	992
				Total for Receipt Nu	umber: 12.008	\$50.00	
04101	05/01/2020		DOORREEFER				
						\$130.00	o 🛛

Account reconciliation reports should be provided to sponsors to notify them of student payments made via School Pay.

<b></b>			WES	TMESA HIGH S	CHOOL				
From To	Date: 5/1/2020 Date: 05/31/2020		Reconcilia	tion Activity Ac	ccount Repo	rt	From / To /	Acct: 570309 Acct: 570309	
Date	Payee Source Note	Invoice	РО	Doc Ref	Recp/JV	Disb/JV	Transfer	Balance	Offset Acct
Activity A	acct: 570309 - AP SASH						Begin	ning Balance	\$3,998.00
<u>Advisor:</u> 5/8/20	<u>TYLER HARTOM</u> School Pay			64166	\$26.00	\$0.00	\$0.00	\$4,024.00	992
5/9/20	School Pay Alvaro Miramontes			64166	\$52.00	\$0.00	\$0.00	\$4,076.00	992

School Pay payments and refunds made at the end of the month, may not show on a bank statement until the following month. All payments and/or refunds posted on School Pay and EPES Receipts, not reflected on the bank statement, must be accounted for as "Outstanding Deposits" on your school's monthly activity fund bank reconciliation.

Ending Balance on Statement Dated : 05/31/2020	\$93,484.69	
Outstanding Deposits (Bank Deposits) -> +	\$336.00	
Less Outstanding Checks:	\$818.98	
Cash Balance as of: 05/31/2020	\$93,001.71	***

Do not post payments and refunds made through School Pay in EPES manually; they are generated automatically.