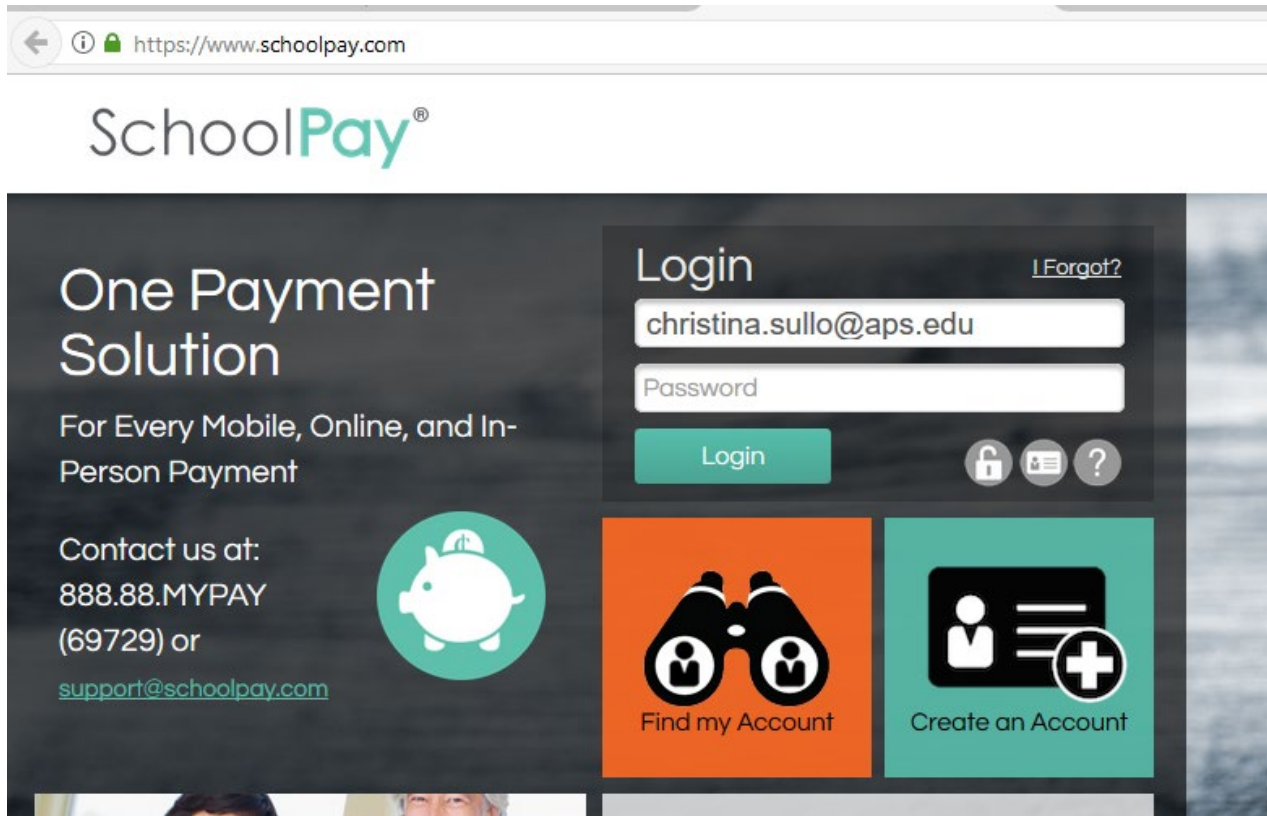




SchoolPay and EPES Reconciliation 2020

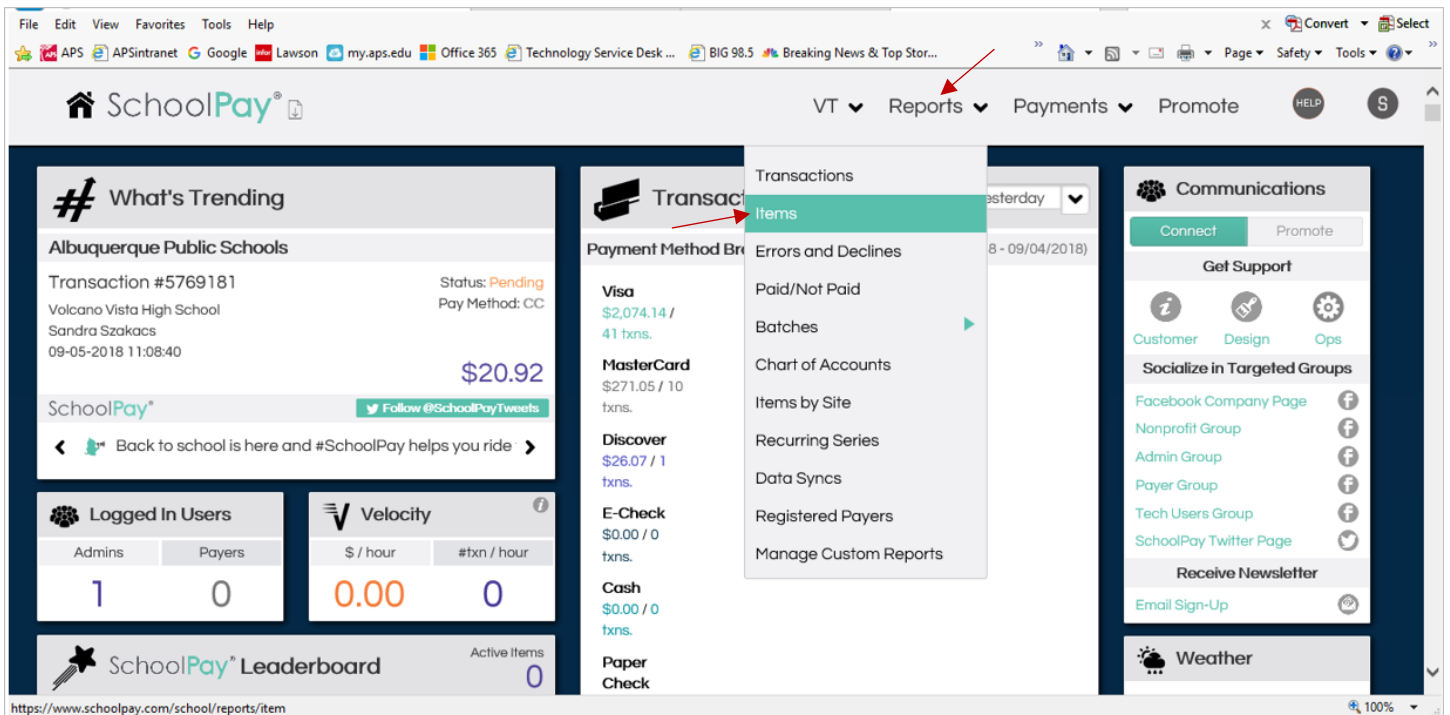


Log into schoolpay.com.



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

Search Data

West Mesa High School

Transaction #

Order #

Payer Name

Select Payment Method:

- All
- Credit Card
- Electronic Check
- Cash
- Paper Check
- No-Cost

Custom Report Format

05/01/2020 00 00

05/31/2020 23 59

Search

Advanced Search

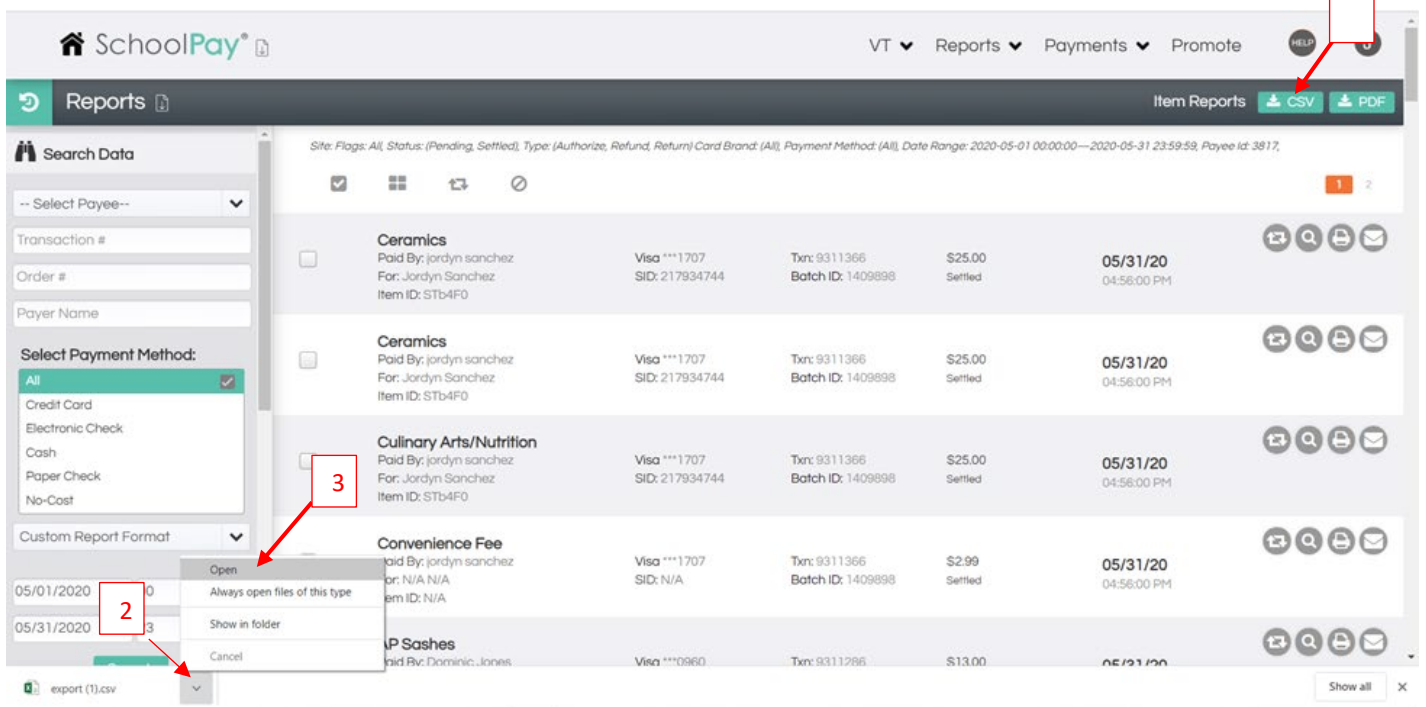
Item Options

Card Options

Transaction Status

Transaction Type

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



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.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	
1	Txn ID	Batch ID	Date-Time	Txn Item	Day	Time	Item ID	Title	Category	Student Fir	Student La	Student ID	School Na	District Na	Grade	Teacher	Cashier Fir	Cashier La	Payer Nam	Payer E-m	Payer Addi	Payer City	Pa
2	9311366	1409898	#####	12530294	#####	16:56:00	STB4F0	Ceramics Synergy	Jordyn Sanchez	Jordyn Sanchez	2.18E+08	West Mes	Albuquerque	12	N/A	N/A	N/A	N/A	jordyn san jordanashi	759 nicklaus dr sw 87	albuquerque	NM	
3	9311366	1409898	#####	12530295	#####	16:56:00	STB4F0	Ceramics Synergy	Jordyn Sanchez	Jordyn Sanchez	2.18E+08	West Mes	Albuquerque	12	N/A	N/A	N/A	N/A	jordyn san jordanashi	759 nicklaus dr sw 87	albuquerque	NM	
4	9311366	1409898	#####	12530296	#####	16:56:00	STB4F0	Culinary Ai Synergy	Jordyn Sanchez	Jordyn Sanchez	2.18E+08	West Mes	Albuquerque	12	N/A	N/A	N/A	N/A	jordyn san jordanashi	759 nicklaus dr sw 87	albuquerque	NM	
5	9311366	1409898	#####	12530297	#####	16:56:00	N/A	Convien Convenien	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	jordyn san jordanashi	759 nicklaus dr sw 87	albuquerque	NM	
6	9311286	1409898	#####	12530171	#####	14:22:51	STB4F0	AP Sashes Synergy	Dominic Jones	Dominic Jones	7.82E+08	West Mes	Albuquerque	12	N/A	N/A	N/A	N/A	Dominic Jc dominicjor	9101 London ave sw	Albuquerque	NM	
7	9311286	1409898	#####	12530172	#####	14:22:51	N/A	Convien Convenien	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Dominic Jc dominicjor	9101 London ave sw	Albuquerque	NM	
8	9310942	1409200	#####	12529641	#####	15:14:54	STB4F0	Cano Art Synergy	Andres Gutierrez	Andres Gutierrez	3.98E+08	West Mes	Albuquerque	12	N/A	N/A	N/A	N/A	Andres Gui craziesttro	405 Mainsail Dr NW	Albuquerque	NM	
9	9310942	1409200	#####	12529642	#####	15:14:54	N/A	Convien Convenien	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Andres Gui craziesttro	405 Mainsail Dr NW	Albuquerque	NM	
10	9310886	1409200	#####	12529544	#####	13:14:31	STB4F0	Art 1 - Sim Synergy	Cassandra Ake	Cassandra Ake	9.7E+08	West Mes	Albuquerque	12	N/A	N/A	N/A	N/A	Blanca Loj bvlopez5@	1101 cerrillos rd sw	Albuquerque	NM	
11	9310886	1409200	#####	12529545	#####	13:14:31	STB4F0	Cano Painl Synergy	Cassandra Ake	Cassandra Ake	9.7E+08	West Mes	Albuquerque	12	N/A	N/A	N/A	N/A	Blanca Loj bvlopez5@	1101 cerrillos rd sw	Albuquerque	NM	
12	9310886	1409200	#####	12529546	#####	13:14:31	STB4F0	Photograp Synergy	Cassandra Ake	Cassandra Ake	9.7E+08	West Mes	Albuquerque	12	N/A	N/A	N/A	N/A	Blanca Loj bvlopez5@	1101 cerrillos rd sw	Albuquerque	NM	
13	9310886	1409200	#####	12529547	#####	13:14:31	N/A	Convien Convenien	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Blanca Loj bvlopez5@	1101 cerrillos rd sw	Albuquerque	NM	
14	9308956	1408209	#####	12526303	#####	17:29:12	STB4F0	MESA Synergy	Joel Wickert	Joel Wickert	6.36E+08	West Mes	Albuquerque	12	N/A	N/A	N/A	N/A	Joel wicke joelwicker	3304 Fritzie St NW ne	Albuquerque	NM	
15	9308956	1408209	#####	12526304	#####	17:29:12	N/A	Convien Convenien	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Joel wicke joelwicker	3304 Fritzie St NW ne	Albuquerque	NM	
16	9307919	1408209	#####	12524449	#####	10:37:53	STB4F0	AP Sashes Synergy	Andy Garcia	Andy Garcia	9.7E+08	West Mes	Albuquerque	12	N/A	N/A	N/A	N/A	Andy Garc andyjesus	609 Atrisco Dr NW	Albuquerque	NM	
17	9307919	1408209	#####	12524450	#####	10:37:53	N/A	Convien Convenien	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Andy Garc andyjesus	609 Atrisco Dr NW	Albuquerque	NM	
18	9307478	1408209	#####	12523767	#####	7:31:56	STB4F0	AP Sashes Synergy	Bryan Calderon	Bryan Calderon	6.83E+08	West Mes	Albuquerque	12	N/A	N/A	N/A	N/A	Bryan Cald bryanald	1520 57th street nw	Albuquerque	NM	
19	9307478	1408209	#####	12523768	#####	7:31:56	N/A	Convien Convenien	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Bryan Cald bryanald	1520 57th street nw	Albuquerque	NM	
20	9305751	1407592	#####	12520532	#####	10:10:45	STB4F0	Video Digi Synergy	Maximus Rios	Maximus Rios	9.7E+08	eCADEMY	Albuquerque	11	N/A	eCademy	Cashier 1	Suzanne Ri suzanneric	1716 Summer Breeze	Albuquerque	NM		
21	9305751	1407592	#####	12520533	#####	10:10:45	STB4F0	Guitar Synergy	Maximus Rios	Maximus Rios	9.7E+08	eCADEMY	Albuquerque	11	N/A	eCademy	Cashier 1	Suzanne Ri suzanneric	1716 Summer Breeze	Albuquerque	NM		
22	9305751	1407592	#####	12520534	#####	10:10:45	N/A	Convien Convenien	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Suzanne Ri suzanneric	1716 Summer Breeze	Albuquerque	NM	
23	9304848	1406896	#####	12518947	#####	18:59:50	STB4F0	Band Synergy	Mariah Barela	Mariah Barela	3.77E+08	West Mes	Albuquerque	12	N/A	N/A	N/A	N/A	Betty Bare barela109j	1532 55th st NW	Albuquerque	NM	
24	9304848	1406896	#####	12518948	#####	18:59:50	N/A	Convien Convenien	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Betty Bare barela109j	1532 55th st NW	Albuquerque	NM	
25	9304578	1406896	#####	12518456	#####	16:18:53	STB4F0	AP Sashes Synergy	Eriberto Salas	Eriberto Salas	5.84E+08	West Mes	Albuquerque	12	N/A	N/A	N/A	N/A	Eriberto Se erisalas12j	512 53rd st sw	Albuquerque	NM	
26	9304578	1406896	#####	12518457	#####	16:18:53	N/A	Convien Convenien	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Eriberto Se erisalas12j	512 53rd st sw	Albuquerque	NM	
27	9301925	1404983	#####	12513866	#####	11:25:47	STB4F0	AP Sashes Synergy	Elisha Jaramillo	Elisha Jaramillo	4.19E+08	West Mes	Albuquerque	12	N/A	N/A	N/A	N/A	Nathaniel natemich2	7701 Tanbank Ct NW	Albuquerque	NM	
28	9301925	1404983	#####	12513867	#####	11:25:47	N/A	Convien Convenien	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Nathaniel natemich2	7701 Tanbank Ct NW	Albuquerque	NM	
29	9301001	1405582	#####	12512326	#####	16:41:31	STB4F0	Photograp Synergy	Erika Rodriguez	Erika Rodriguez	9.7E+08	West Mes	Albuquerque	9	N/A	N/A	N/A	N/A	Silvia Acoerisaral22	304 56th ST SW	Albuquerque	NM	
30	9301001	1405582	#####	12512327	#####	16:41:31	N/A	Convien Convenien	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Silvia Acoerisaral22	304 56th ST SW	Albuquerque	NM	
31	9299290	1405582	#####	12509441	#####	1:28:04	STB4F0	AP Sashes Synergy	Ulises Figu Sosa	Ulises Figu Sosa	9.7E+08	West Mes	Albuquerque	12	N/A	N/A	N/A	N/A	Ulises Figu figura.u	9301 Volcano Rd NW	Albuquerque	NM	
32	9299290	1405582	#####	12509442	#####	1:28:04	N/A	Convien Convenien	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Ulises Figu figura.u	9301 Volcano Rd NW	Albuquerque	NM	

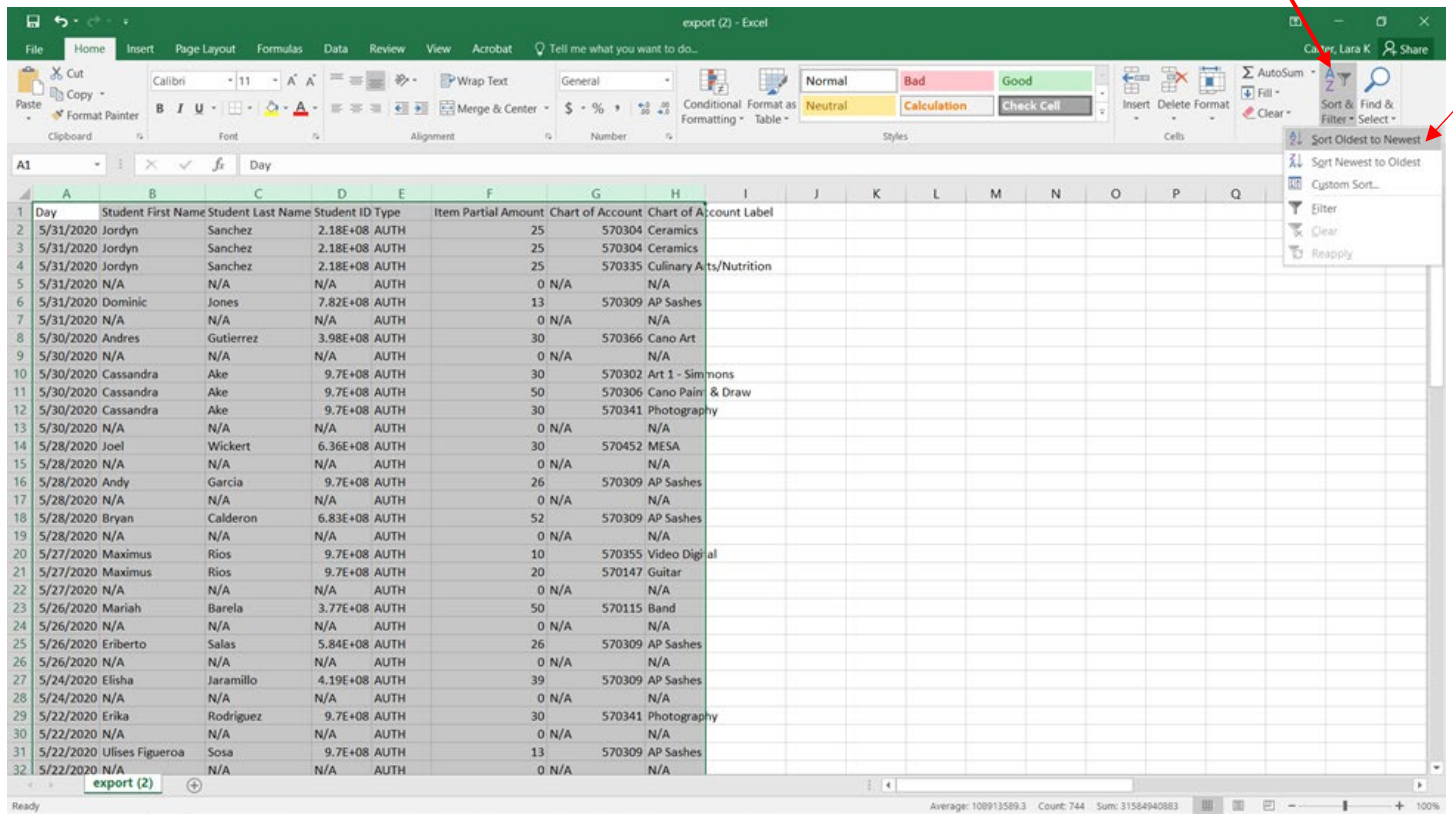
Ready Average: 12992.93273 Count: 1697 Sum: 8367448.68 100%

The spreadsheet should look like this:

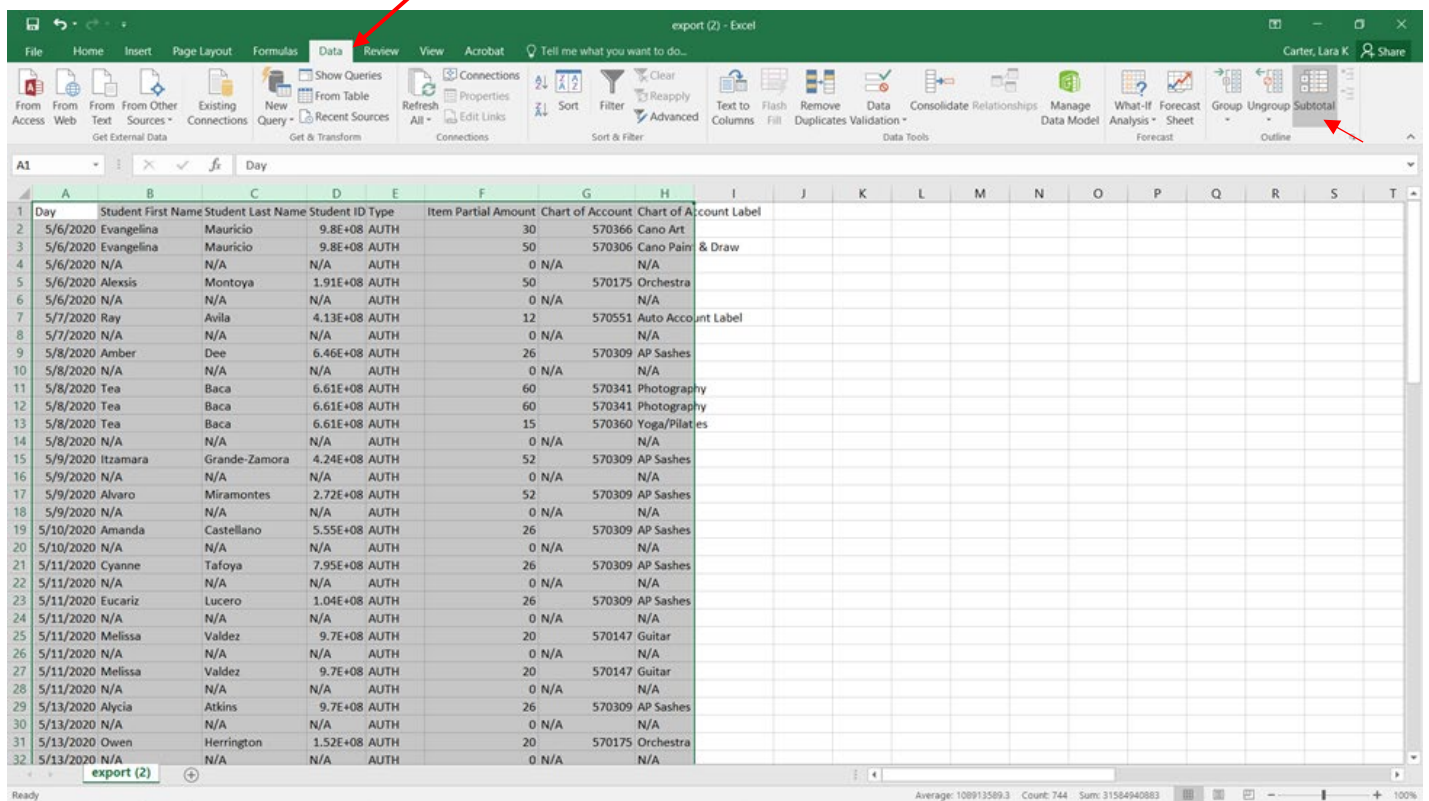
	A	B	C	D	E	F	G	H	I
1	Day	Student First Name	Student Last Name	Student ID	Type	Item Partial Amount	Chart of Account	Chart of Account Label	
2	5/31/2020	Jordyn	Sanchez	2.18E+08	AUTH	25	570304	Ceramics	
3	5/31/2020	Jordyn	Sanchez	2.18E+08	AUTH	25	570304	Ceramics	
4	5/31/2020	Jordyn	Sanchez	2.18E+08	AUTH	25	570335	Culinary Arts/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 - Simmons	
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	

Ready export (2) 100%

Highlight the cells, then click on Sort and choose ascending.



Highlight the cells, click on the Data tab and select Subtotal.



In the subtotal box, choose Day; Sum; Item Partial Amount; Replace Current Subtotals; Summary below data; uncheck Chart of Account Label, then click OK.

The results should look like this (the daily totals should agree with your daily School Pay bank deposits):

Day	Student First Name	Student Last Name	Student ID	Type	Item Partial Amount	Chart of Account	Chart of Account Label
5/6/2020	Evangelina	Mauricio	9.8E+08	AUTH	30	570366	Cano Art
5/6/2020	Evangelina	Mauricio	9.8E+08	AUTH	50	570306	Cano Paint & Draw
5/6/2020	N/A	N/A	N/A	AUTH	0	N/A	N/A
5/6/2020	Alexsis	Montoya	1.91E+08	AUTH	50	570175	Orchestra
5/6/2020	N/A	N/A	N/A	AUTH	0	N/A	N/A
5/6/2020 Total					130		
5/7/2020	Ray	Avila	4.13E+08	AUTH	12	570551	Auto Account Label
5/7/2020	N/A	N/A	N/A	AUTH	0	N/A	N/A
5/7/2020 Total					12		
5/8/2020	Amber	Dee	6.46E+08	AUTH	26	570309	AP Sashes
5/8/2020	N/A	N/A	N/A	AUTH	0	N/A	N/A
5/8/2020	Tea	Baca	6.61E+08	AUTH	60	570341	Photography
5/8/2020	Tea	Baca	6.61E+08	AUTH	60	570341	Photography
5/8/2020	Tea	Baca	6.61E+08	AUTH	15	570360	Yoga/Pilaties
5/8/2020	N/A	N/A	N/A	AUTH	0	N/A	N/A
5/8/2020 Total					161		
5/9/2020	Itzamara	Grande-Zamora	4.24E+08	AUTH	52	570309	AP Sashes
5/9/2020	N/A	N/A	N/A	AUTH	0	N/A	N/A
5/9/2020	Alvaro	Miramontes	2.72E+08	AUTH	52	570309	AP Sashes
5/9/2020	N/A	N/A	N/A	AUTH	0	N/A	N/A
5/9/2020 Total					104		
5/10/2020	Amanda	Castellano	5.55E+08	AUTH	26	570309	AP Sashes
5/10/2020	N/A	N/A	N/A	AUTH	0	N/A	N/A
5/10/2020 Total					26		
5/11/2020	Cyanne	Tafoya	7.95E+08	AUTH	26	570309	AP Sashes
5/11/2020	N/A	N/A	N/A	AUTH	0	N/A	N/A
5/11/2020	N/A	N/A	N/A	AUTH	0	N/A	N/A
5/11/2020	Melissa	Valdez	9.7E+08	AUTH	20	570147	Guitar
5/11/2020	N/A	N/A	N/A	AUTH	0	N/A	N/A
5/11/2020	Melissa	Valdez	9.7E+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.

June 15, 2020

WEST MESA HIGH SCHOOL
Sequential List of Receipts (by Receipt)
 Sequential List of Receipts

Page 1 of 4

(*****Receipt Detail*****)

Receipt No.	Date	Pay	Received From	Account	Name	Amount	GL Acct.
1	05/31/2020		UNITED BUSINESS BANK				
CHECKING INTEREST 5/30/20		C	UNITED BUSINESS BANK	570601	CHECKING INTEREST	\$2.50	992
Total for Receipt Number: 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 Number: 12.007						\$80.00	
12.008	05/06/2020		School Pay				
Alexsis Montoya		R	School Pay	570175	ORCHESTRA	\$50.00	992
Total for Receipt Number: 12.008						\$50.00	
04101	05/01/2020		BOOKKEEPER				
						\$130.00	

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

WEST MESA HIGH SCHOOL
Reconciliation Activity Account Report

From Date: 5/1/2020
To Date: 05/31/2020

From Acct: 570309
To Acct: 570309

Date	Payee Source Note	Invoice	PO	Doc Ref	Recp/JV	Disb/JV	Transfer	Balance	Offset Acct
Activity Acct: 570309 - AP SASH							Beginning Balance: \$3,998.00		
<u>Advisor:</u>	<u>TYLER HARTOM</u>								
5/8/20	School Pay			64166	\$26.00	\$0.00	\$0.00	\$4,024.00	992
	Amber Dec								
5/9/20	School Pay			64166	\$52.00	\$0.00	\$0.00	\$4,076.00	992
	Alvaro Miramontes								

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
<u>Outstanding Deposits (Bank Deposits) -> +</u>	<u>\$336.00</u>
Less Outstanding Checks:	\$818.98
Cash Balance as of : 05/31/2020	<u>\$93,001.71 ***</u>

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