

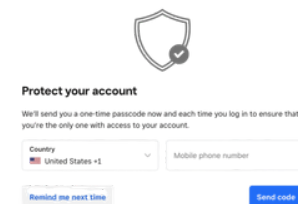
MBX SQUARE INSTRUCTIONS REPORTS AND REFUNDS



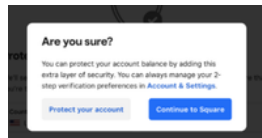
LOGIN to Square www.squareup.com/login

DO NOT INITIATE 2-step verification via your personal phone number.
Follow the step-by-step instructions below to avoid this issue.

*If you do set off the 2-step verification, please text Julie Johnson at 424.296.7605.
Identify yourself, your Booster Club, and your Booster Club Season (Fall, Winter, Spring, Year-round).*



If Square prompts you to protect your account by adding your phone number, please choose the **Remind me next time** gray button. **Do not add your personal phone number or it will trigger the 2-step verification process preventing other Booster Clubs from logging into Square.**



Square will then try to make you second guess yourself by asking "Are you sure?". This time choose the **Continue to Square** blue button.

REPORTS

In Square, there isn't a single report that shows income and processing fees together.

① Items Sales Report:

This report lists every individual product sold during your selected timeframe, showing gross and net sales per item without deducting payment processing fees.

1. Click on the far left tab "Reports" then "Sales" > "Item Sales"
2. Specify Dates - There are several options to choose from: Today, Yesterday, This Month, Date Range, etc.
3. Specify Location - Unselect All and Select your Booster Club Name
4. Go to far right side and click "Export" > Items Detail CSV and click "Generate"
5. Click "Download"

Filter Options

Go to "Filter By" and select from pull down menu:

- "Item Category" (e.g. 310 - Apparel, 315 - Snack Stand, 325 - Special Events)
- "Item" (e.g. baseball hat, water, banquet ticket)

REPORTS cont'd

② Single Item Look-up:

This report provides a detailed breakdown of sales for your selected parameters but does not deduct payment processing fees.

1. Click on the far left tab "Payments and Invoices" then "Orders" > "All Orders"
2. Specify Dates - There are several options to choose from: Today, Yesterday, This Month, Date Range, etc.
3. Specify Location - Unselect All and Select your Booster Club Name
4. Use the search bar to type in the specific item or purchaser's name
5. Click on the "Search" button
6. Go to far right side and click "Export"> Standard Export CSV and click "Generate"
7. Click "Download"

③ Transaction Report:

This report provides details of sales with the processing fees indicated on an individual transaction level.

1. Click on the far left tab "Payments and Invoices" then "Transactions"
2. Options for sorting:
3. Specify Dates - There are several options to choose from: Today, Yesterday, This Month, Date Range, etc.
4. Specify Location - Unselect All and Select your Booster Club Name
5. Go to far right side and click "Export"> Transactions CSV and click "Generate"
6. Click "Download"

④ Reconciliation:

The Booster Treasurer receives the General Ledger from MBX which includes daily Square transactions. These amounts are downloaded from Square into the General Ledger using an automated system. Revenue is categorized based on the item's SKU number and fees for all transactions are recorded in account 585-Processing Fees. Square transactions are reconciled with the automated system/General Ledger by MBX at the end of every month.

Additionally, Booster volunteers in charge of item sales are expected to download the report for the total sales from Square using either reporting method above for the Booster to use in their own reconciliation process. It is the responsibility of the Booster to reconcile their own Square accounts with the Booster's General Ledger on a regular basis to ensure accuracy and report any differences to the finance team as soon as they are found.

ISSUING REFUNDS

STEP 1

1. Click on the far left tab "Payments and Invoices" then "Orders" > "All Orders"
 2. Options for sorting:
 - Use the search bar to type in the item or purchaser's name
 - Specify Dates - There are several options to choose from: Today, Yesterday, This Month, etc.
 - Specify Location: Unselect All and Select Your Booster Club
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STEP 2

1. Click on the transaction that you want to refund.
 2. Next navigate to the 3 horizontal ellipsis (...).
 3. Choose "cancel and refund" then follow the steps.
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Note: Square processing fees will not be refunded to the Booster Clubs.
