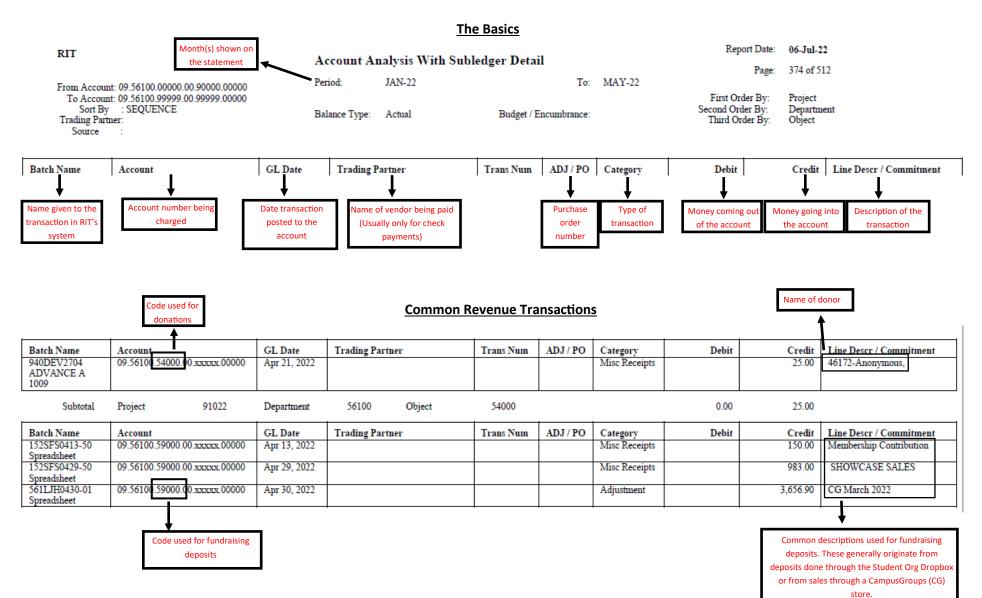
How to Read Your Club's Subledger Report



Common Expense Transactions

Batch Name	Account	GL Date	Trading Partner	Trans Num	ADJ / PO		Debit	Credit	Line Descr / Commitment
151LNG00430-01 ACTIVE PAY	09.56100.76150.00.xxxxx.00000	Apr 30, 2022				SYSTEMS CONTRACT	31.49		STAPLES 00100719;
						S			
` <u> </u>	·								,
Active Pay means	that								Name of business the
this was a Visa car	d								Visa card was used
transaction								•	
I									

rayaoles A 99.30100.73000.00 Apr 8, 2022 SM11H, JOHN FERT 04/08 Purchase 1,000.00 Performance- rileside Lot	Batch Name	Account	GL Date	Trading Partner	Trans Num	ADJ/PO	Category	Debit	Credit	Line Descr / Commitment
10093490 20332 Invoices Invoi	Payables A 10093496 26332	09.56100.75000.00.xxxxx.00000	Apr 8, 2022	SMITH, JOHN	PERF_04/08 /22		Purchase Invoices	1,000.00		Performance- Fireside Lou

Commonly used for a payment to a vendor via check or direct deposit

Batch Name	Account	GL Date	Trading Partner	Trans Num	ADJ / PO	Category	Debit	Credit	Line Descr / Commitment
200NJR043022-13 NDAILEY A	09.56100.90185.00.xxxxx.00000	Apr 30, 2022				Chargebacks	2,582.25		Inv#CATR4332 RIT Catering

Chargebacks are used to pay for services provided by other RIT departments. Generally these are related to events hosted by your organization. Common chargebacks include things like RIT catering, Tech Crew, FMS and The HUB