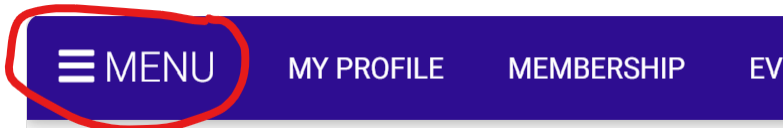


How to Reconcile Payments

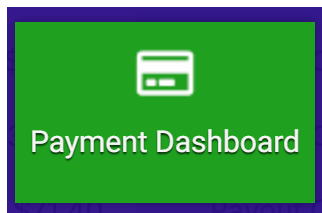
1. Go to <https://fpusa.justgo.com> or scan the QR code below.



2. Enter your **email address** for the **Username**. Enter your **password** and click on Log In.
3. If you need to reset your password, click on Forgot Password?
4. Open the **Menu**:



5. Scroll down and select the **Payment Dashboard** tile:



6. In the following example the club membership is \$15. JustGo has a credit card fee of 4.1% plus 30 cents per transaction. $\$15 - (\$15 \times 4.1\% + \$0.30) = \14.08 .

Payouts Export

Amount	Status	Description	Initiated	Est. Arrival	
\$14.08	Payout Completed	EXT BAL SWEEP SWP...	[REDACTED]	[REDACTED]	[Download Icon]
\$14.08	Payout Completed	EXT BAL SWEEP SWP...	[REDACTED]	[REDACTED]	[Download Icon]
\$28.16	Payout Completed	EXT BAL SWEEP SWP...	[REDACTED]	[REDACTED]	[Download Icon]
\$13.16	Payout Completed	EXT BAL SWEEP SWP...	[REDACTED]	[REDACTED]	[Download Icon]

7. The first two lines at \$14.08 are club memberships. The third line at \$28.16 is two memberships bought together with the same transaction. But how can we figure out what the last transaction at \$13.16 is for?
8. Click on the **Export** icon as shown by the blue arrow and download the **Payout Details** file.

How to Reconcile Payments

9. Open the **Payout Details** file exported to understand the \$13.16 payout:

Type	PaymentID	Amount	PaymentDate	ItemDescription	ProductName
Payment	PR00[REDACTED]	15	3/6/2026	Adult ([REDACTED])	Club Adult
Payment	PR00[REDACTED]	15	3/14/2026	Club Adult ([REDACTED])	Club Adult
Refund	RR0000[REDACTED]	-15	3/11/2026	Adult ([REDACTED])	Club Adult
Fee	PR00[REDACTED]	-0.92	3/6/2026	Fee	
Fee	PR00[REDACTED]	-0.92	3/14/2026	Fee	
Rolling balance		0	3/23/2026	Rolling balance during payout	

10. Two \$15 club memberships were received and two \$0.92 processing fees were paid. One \$15 membership was refunded but the processing fee was not refunded— as expected, since fees are never refunded.

11. The math: $15 + 15 - 0.92 - 0.92 - 15 = \13.16 [Payout]

For questions or further assistance, please contact us at: membership@usapetanque.org.

Alain Gimenez

FPUSA Membership Secretary