

Deposit Reporter (Payments)

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Classic View: System Administration > Payments > Deposit Reporter

Search Terms: Deposit Reporter

Use the Deposit Reporter to check the status of deposits made into your district's or school's bank accounts. This tool can also be used to calculate the total deposits for each bank for a specific date range.

After payments are processed and settled by the payment platform, the money is disbursed to your district's or school's bank accounts. These disbursements appear as deposits in the Deposit Reporter tool. The deposit amount for a date and bank account should match the amount deposited into your bank account. After payments are settled or after returns and transactions fees are processed by the payment platform, the money is disbursed to your bank account. You may see withdrawals (negative deposit amounts) from bank accounts to cover refunds and fees.

You can see all of the payments from a single deposit by selecting a payment on the Deposit Reporter. Selecting a payment displays the Deposit Detail panel.

- Currently, the Deposit Reporter can only be used by districts that are new to Online Payments as of the Campus.2108 release or have transitioned to the new Payments platform as of the Campus.2112 release.
- Negative deposits can take 5-7 business days to complete.
- After migrating to the newest payments platform, if your district's first deposit is a negative dollar amount, that negative deposit must first complete before any subsequent deposits can complete.

/iew By		Request Start Date	quest Start Date		Request End Date		rence Number
Request Date	•	month/day/year	t.	month/day/y	ear 🛱	search	
Export Type							Select Columns:
Excel	▼ Export						
Drag a column header a	and drop it here to g	group by that column					
Deposit Request Date ↓	Deposit Request R	efer Deposit Date		Deposit Reference	Acct #	Deposit State	Amount
month/day/		month/day,	/				
02/14/2022	t1_pay_620adc2	02/15/2022		t1_dbm_620adf29a	3456	PROCESSING	\$57.20
02/07/2022	t1_pay_6201a19	9d5 02/08/2022		t1_dbm_6201a4a7	3456	PROCESSING	\$114.73
02/07/2022	t1_pay_6201a19	9da 02/08/2022		t1_dbm_6201a4a7	3587	PROCESSING	\$150.43
02/03/2022	t1_pay_61fc5ba	058 02/04/2022		t1_dbm_61fc5eb73	3456	PROCESSING	\$180.60
02/01/2022	t1_pay_61f9b8a	419 02/02/2022		t1_dbm_61f9bbc5a	3456	PROCESSING	\$57.20
01/25/2022	t1_pay_61f07e2	4df 01/26/2022		t1_dbm_61f0812f6	3456	PROCESSING	\$238.50
01/10/2022	t1_pay_61dcb7a	a7c 01/11/2022		t1_dbm_61dcbab20	3456	PROCESSING	\$57.20
01/06/2022	t1_pay_61d771a	a6c 01/07/2022		t1_dbm_61d774b0	3456	PROCESSING	\$326.48

About the Deposit Process

Infinite Campus

The deposit process runs daily before 5:45 PM Eastern Time (ET). The deposit job must complete by 6:00 PM Eastern Time (ET); otherwise, the payment platform moves the request date forward one day to ensure the deposit job has enough time to complete.

The deposit process does not run on weekends (Friday, Saturday, Sunday) or holidays.

Step	Description
1	Campus determines your district's account balance. When your district is processing payments, the fees associated with them and any returns/refunds you process are subtracted from your account balance when they occur. So, at the end of each business day Campus calculates the balance then requests a deposit. If your district's account balance is negative, Campus issues a negative deposit.

Infinite Campus

Step	Description			
2	After determining statuses into a de • Completed • Resolved • Returned • Partial return • Returnvoid • Transactions • Transaction There is a brief de when the deposit	the balance, Campus combines transactions with the following eposit. ned s with a settled date Fees elay (up to 1 hour) between the time the deposit request is made and is processed by the payment platform.		
3	If the deposit is	Then		
	Successful You will see a deposit in your district's bank account. Keep in mi you may see different deposit dates for one payment reference number since the deposit payment separates transaction line ite			
	Not Successful	The deposit is canceled and recalculated the following day.		

Field Descriptions

Field	Description
View By	 You can search for deposits according to their Deposit Request Date or Deposit Date. The Start Date and End Date fields change depending on the option you select. The Deposit Request Date is the date when Campus requested payments to be disbursed to the bank accounts. A Deposit Request Reference number is attached to each request. The default selection is to view by Request Date.
	 View By Deposit Request Start Date Deposit Request End Date month/day/year The Deposit Date is the date when the payment platform deposited the funds into the district's bank accounts.
	View By Deposit Start Date Deposit End Date Deposit Date month/day/year month/day/year
Deposit Request Start Date Deposit Start Date	The first day on which to search for payments. This is an optional field used for narrowing the report's results.



Field	Description			
Deposit Request End Date Deposit End Date	The last day on which to search for payments. This is an optional field used for narrowing the report's results.			
Payment Reference Number	The ID for the payment. This number can be used to search for a specific transaction.			
Export Type	Use this field to select the format in which you want to export the report. Report information can be exported as an Excel , PDF or CSV file. The exported report only includes the columns that are visible on the screen.			
	If you do not limit the report results using the Request/Deposit Start Date and/or the Request/Deposit End Date , the export will be limited to the last 60 days.			
Select Columns	The column selector allows you to choose which columns to hide or display. Click the button and mark the checkbox next to the columns you want to display. Clear the checkbox next to columns you want to hide.			
Request Date	The date when Campus requested the payments to be disbursed to the bank accounts. A Deposit Request Reference number is attached to each request.			
Deposit Request Reference	The ID the payment platform sends to Campus when Campus requests a disbursement.			
Deposit Date	The date when the payment platform deposited the funds into the district's bank accounts. A Deposit Reference number is tied to each deposit.			
Deposit Reference	Identifies the specific deposit made by the payment platform into the district's bank accounts.			
Acct #	The account to which the deposit was made.			
Deposit State	 The status of the disbursement. COMPLETED RESOLVED - This is a manual deposit. PROCESSING - Request for deposit has been made. PENDING - The deposit has been created and is ready for disbursement. 			
	PENDING to PROCESSING after 24 hours.			



Field	Description			
Amount	The amount of the deposit. You may see withdrawals (negative deposit amounts) from bank accounts to cover refunds and fees. For amounts that do not round to the cent, Campus makes rounding adjustments by creating an Adjust Out value that ensures the total is a valid monetary value. For the next deposit within that bank account, Campus applies the removed amount as an Adjust In value before calculating the total.			
Bank Reconciliation	When a deposit is made, it displays as one transaction in the Deposit Reporter, but a single deposit can be a total of multiple deposits. Click the Bank Reconciliation button to generate an Excel file that separates the deposit. For example, when a \$300 deposit displays in the Deposit Reporter, the Bank Reconciliation file will display 2 deposits: ACH \$200.00 and CC \$100.00. In the following example, notice that the Deposit Request Reference and Deposit Reference are the same; however, the Deposit Distribution Reference is unique.			

Deposit Detail Panel

You can see all of the payments from a single deposit by selecting a payment on the Deposit Reporter. Selecting a payment displays the Deposit Detail panel. Information on the Deposit Detail panel can be exported as a CSV file.

In the following example, Campus provides rounding adjustments (Adjust In and Adjust Out lines) to ensure the Total remains in the correct decimal value.



Deposit Detail			
PAYMENT DATE	PAYMENT REFERENCE NUMBER	DESCRIPTION	AMOUNT
03/07/2021	t1_txn_6044b7d1e725afe	Payment	\$30.00000
03/07/2021	t1_txn_6044b7d1e725afe	Payment	\$1.05000
03/14/2021	t1_txn_604de441be878b4	Payment	\$30.00000
03/14/2021	t1_txn_604de441be878b4	Payment	\$1.05000
03/22/2021		Adjust In	-\$0.00817
03/22/2021		Adjust Out	-\$0.00183
		Total:	\$62.09000
Export to CSV Close			
	Example I	Deposit Detail	

Deposit Request Report

Generate the Report | Deposit Request Report Example

Classic View: System Administration > Payments > Deposit Reporter > Deposit Request Report

Search Terms: Deposit Reporter

The Deposit Request Report provides a summary of the Deposit Request for a specific day, week, month, or a date range and is intended to help with bank reconciliation. The report is a PDF file and includes all of the transactions in the Deposit Request, grouped by bank account, and provides a total for the transaction fees and a total for the merchant fees by Fund ID. The Gross Amount, Fees, and Net Amount are provided for each Fund ID at the end of the report.

What can I do?	What do I need to know?		
Generate the Report	Deposit Request Report Example		



Generate the Report

To generate the report, click the **Deposit Request Report** button at the bottom of the screen, select one of the following **Timing** options, then click the **Run** button.

Timing Option	Description	Example
Daily	The specific date on which you want to report. Enter or select the Deposit Request Date .	Timing Daily Weekly Monthly Date Range Deposit Request Date* 1/1/2022
Weekly	The specific week, Monday through Friday, on which you want to report. Enter or select the date for the Monday of the week on which you want to report in the Week Of field. If you do not enter a date that falls on a Monday, Campus automatically changes the date to the first previous Monday.	Timing Daily Weekly Monthly Date Range Week Of * 1/17/2022
Monthly	The specific month on which you want to report. Enter or select the month and year in the Month Of field.	Timing Daily Weekly Monthly Date Range Month Of * January 2022
Date Range	The specific dates on which you want to report. Enter or select the Start Date and End Date . The date range is limited to 60 days.	Timing Daily Weekly Monthly Date Range Start Date * 1/1/2022 End Date * 1/28/2022

Deposit Repoi	ter ☆			System Settings > Payments > Deposit Reporter
Request Start Date				Deposit Request Report
month/day/year	ä			
Request End Date				
month/day/year	i			Weekly 2
Payment Reference Nur	nber			Monthly
search				Deposit Request Date *
Export Type				1/27/2022
Excel Export				
Drag a column head	der and drop it here to	group by that column	ı	
Request Date	Deposit Reque 🕇	Deposit Date	Deposit Refer	
month/		month/ 🛱		
	t1_pay_6181b1	11/03/2021	t1_dbm_618	
11/02/2021				
11/02/2021 11/10/2021	t1_pay_618c4b	11/12/2021	t1_dbm_618	
11/02/2021 11/10/2021 11/15/2021	t1_pay_618c4b t1_pay_6192e2	11/12/2021 11/16/2021	t1_dbm_618 t1_dbm_619	
11/02/2021 11/10/2021 11/15/2021 11/15/2021	t1_pay_618c4b t1_pay_6192e2 t1_pay_6192e2	11/12/2021 11/16/2021 11/16/2021	t1_dbm_618 t1_dbm_619 t1_dbm_619	
11/02/2021 11/10/2021 11/15/2021 11/15/2021 11/16/2021	t1_pay_618c4b t1_pay_6192e2 t1_pay_6192e2 t1_pay_619434	11/12/2021 11/16/2021 11/16/2021 11/17/2021	t1_dbm_618 t1_dbm_619 t1_dbm_619 t1_dbm_619	
11/02/2021 11/10/2021 11/15/2021 11/15/2021 11/16/2021 11/16/2021	t1_pay_618c4b t1_pay_6192e2 t1_pay_6192e2 t1_pay_619434 t1_pay_619434	11/12/2021 11/16/2021 11/16/2021 11/17/2021 11/17/2021	t1_dbm_618 t1_dbm_619 t1_dbm_619 t1_dbm_619 t1_dbm_619	

Deposit Request Report Example

There are three parts to the Deposit Request Report.

- Part 1 Summary
- Part 2 Deposit Details
- Part 3 Fund Totals

Part 1 - Summary

The Summary section of the report displays the bank accounts, request date(s), and amounts. The Daily Deposit Summary displays the date you selected and all other reports display the applicable date range.

- The last four digits of the bank account and Bank Account ID display in the Bank Account column.
- The Total for the Deposit Request displays after the bank information.
- The Grand Total for all bank accounts displays at the bottom of the first page.

Note: The **Grand Total** includes rollover amounts from the previous linked deposit. Before it is included, the rollover amount is rounded to the nearest penny (Adjust In). The excess amount is subtracted (Adjust Out) and applied to the next deposit.



100 Plainview Schools District 123 Main Street, Metro City, MN 55555 Generated on 03/31/2022 04:13 PM Page 1		Daily Deposit Request	
Deposit Request Summary: 1	0/20/2021		
Bank Account	Request Da	e Amount	
8383 - Fees-District	10/20/2021	\$ 19.65	
l otal:	Count: 1	\$ 19.05	
Bank Account	Request Da	e Amount	
6789 - Fees-School	10/20/2021	\$ 37.86	
Total:	Count: 1	\$ 37.86	
Grand Total		\$ 57.51	

Example of the Daily Deposit Request Summary

i Mi Tage i	Deposit Request Report	
2022 - 01/15/2022 Date Range	K	
Request Date	Amount	
01/04/2022	\$ 184.70	
01/05/2022	-\$ 73.15	
01/06/2022	\$ 219.51	
01/10/2022	\$ 182.84	
01/12/2022 Count: 5	\$ 108.0/ \$ 603.57	
	•	
Request Date	Amount	
01/04/2022	\$ 0.00	
Count: 1	\$ 0.00	
Request Date	Amount	
01/06/2022	\$ 183.33	
01/10/2022	\$ 190.00	
Count: Z	\$ 3/3.33	
	\$ 1055.90	
	Request Date 01/04/2022 01/05/2022 01/06/2022 01/10/2022 01/10/2022 01/10/2022 01/10/2022 Count: 5 Request Date 01/04/2022 Count: 1 Request Date 01/06/2022 01/06/2022 Count: 1 Request Date 01/06/2022 01/10/2022 Count: 1	

Example of the Date Range Deposit Request Summary

Part 2 - Deposit Details

The Deposit Details include the Fund ID, Fund Description, Payer Name, Recipient, Payment Reference Number, and Amount grouped by Bank Account. The Payment Reference Number is useful if you need to manually calculate the payment from which the fee(s) originated and verify the fee allocation. There is a Grand Total at the end of this section.

Opiological Deposit Report Detail Bank Account Fund ID Fund Description Payer Name Recipient Payment Reference Number Fillmore-Sports Fillmore Middle School Sports Abegg, Justin fil_tn_c29ce7ta2eb990e5fe5c586 Fillmore-Sports Fillmore Middle School Sports Hausrath, Nadine Hausrath, Rafiq fil_tn_c29ce7ta2eb990e5fe5c586 Adjust In: Adjust Out: Total: 2 O6006/2022 Deposit Report Detail Bank Account Fund ID Fund Description Payer Name Recipient Fund ID Fund Description Payer Name Recipient Payment Reference Number Arthur-Fees Arthur Elementary Fees Aarens, Barnaby Aarens, Joey ti_tst_n_c29cdc2b81def4d0b2c389 O6006/2022 Deposit Report Detail Bank Account Bank Account Service Fees Service Fees Service Fees Aarens, Barnaby Aarens, Joey ti_tst_n_c29cdc2b81def4d0b2c389 Fund ID Fund Description Payer Name Recipient Payment Reference Number Fund ID Fund Description	22 Deposit Report Detail Bank Account: 678 Sports Fillmore Middle School Sports Abegg, Justin 11_bm_629ce7fa2eb990e5fe5c586 500 000 Sports Fillmore Middle School Sports Hausrath, Nadine Hausrath, Rafiq 11_bm_629ce7fa2eb990e5fe5c586 500 000 Sports Harrison High School Sports Hausrath, Nadine Fielschmann, Christine 11_bm_629ce7fa2eb990e5fe5c586 500 000 n: Dut: Zono Deposit Report Detail Telschmann, Christine 11_bm_629ceffAeb90te2058ae 500 0000 22 Deposit Report Detail Bank Account: 678 200 0000 22 Deposit Report Detail Bank Account: 678 200 Deposit Report Detail Bank Account: 678 200 Deposit Report Detail Bank Account: 678 200 Deposit Report Detail Bank Account: 678 20 Deposit Report Detail <th>06/06/2022 Fund ID Fillmore-Sports</th> <th>Fund Description</th> <th>Deposit Report D</th> <th></th> <th></th> <th></th>	06/06/2022 Fund ID Fillmore-Sports	Fund Description	Deposit Report D			
Fund ID Fund Description Payer Name Recipient Payment Reference Number Fillmore-Sports Fillmore Middle School Sports Abegg, Donald Abegg, Justin 11 bm. 629ce%12abe900e5/65.658 Harrison-Sports Hainson High School Sports Hausrath, Nadine Hausrath, Rafiq 11 bm. 629ce%12abe900e5/65.6586 Adjust In: Adjust Out: Total: 2 06/06/2022 Deposit Report Detail Bank Accor Fund ID Fund Description Payer Name Recipient Payment Reference Number Adjust Out: Total: 2 2 2 06/06/2022 Deposit Report Detail Bank Accor 2 Adjust In: Adjust In: Adjust Out: Total: 2 06/06/2022 Deposit Report Detail Bank Accor Bank Accor Fund ID Fund Description Payer Name Recipient Payment Reference Number Service Fees Service Fees Aarens, Barnaby 11 bm. 629cdc2b81def44d0b2c389 11 bm. 629cdc2b81def44d0b2c389 Service Fees Service Fees Aarens, Barnaby	Fund Description Payer Name Recipient Payment Reference Number Amount Sports Fillmore Middle School Sports Abegg, Donald Abegg, Justin 11_btn_629ce7fa2eb990e5fe5c586 50.0000 Sports Haurison High School Sports Hausrath, Nadine Fleischmann, Christine 11_btn_629ce8f0b4ed9bfe2c058ae 50.0000 n: Dut: 200.0000 11_btn_629ce8f0b4ed9bfe2c058ae 50.0000 22 Deposit Report Detail Bank Account: 678 200.0000 22 Deposit Report Detail Bank Account: 838 200.0000 22 Deposit Report Detail Bank Account: 838 200.0000 22 Deposit Report Detail Bank Account: 838 200.0000	Fund ID Fillmore-Sports Fillmore-Sports	Fund Description		etail	Bank A	ccount: 678
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Transaction Fees Transaction Fees Fleischmann, Eleanor t1_br629dt11a137d1a621e65475 Transaction Fees Transaction Fees Hausrath, Nadine t1_br629ce860b4ed9bfe2c058ae Transaction Fees Transaction Fees Hausrath, Nadine t1_br629ce860b4ed9bfe2c058ae Adjust In: Adjust In: Adjust Out:		Transaction Fees	Transaction Fees	Eleischmann Eleanor		t1 tyn 629d1f1a137d1a621e65475	-0.350
Transaction Fees Transaction Fees Hausrath, Nadine t1_bxn_629ce860b4ed9bfe2c058ae Transaction Fees Transaction Fees Hausrath, Nadine t1_bxn_629ce860b4ed9bfe2c058ae Adjust In: Adjust Out: Adjust Out: Hausrath, Nadine	Ion Fees Transaction Fees Fleischmann, Eleanor ti txn 629d111a13/d1a621e654/5 -3.6/50	Transaction Fees	Transaction Fees	Fleischmann, Eleanor		t1 txn 629d1f1a137d1a621e65475	-3.6750
Transaction Fees Transaction Fees Hausrath, Nadine t1_txn_629ce860b4ed9bfe2c058ae Adjust In: Adjust Out:	ion Fees Transaction Fees Hausrath. Nadine t1 txn 629ce860b4ed9bfe2c058ae -0.3500	Transaction Fees	Transaction Fees	Hausrath, Nadine		t1 txn 629ce860b4ed9bfe2c058ae	-0.3500
Adjust In: Adjust Out:	tion Fees Transaction Fees Hausrath, Nadine t1_txn_629ce860b4ed9bfe2c058ae -1.8379	Transaction Fees	Transaction Fees	Hausrath, Nadine		t1_txn_629ce860b4ed9bfe2c058ae	-1.8375
Adjust Out:	n: 0.0054	Adjust In:					0.0054
	-0.0041	i aja ot i i i					-0.0041
Total:	1.4500	Adjust Out:					1.4500

Part 3 - Fund Totals

The third part of this report displays totals by Fund ID. You can use this information to make journal entries in your accounting system and ensure the fees are applied to the correct Fund ID.

The Transaction Flat Fee and Merchant Fee columns report the actual fund allocation from the database for the Transaction Fees within the report.

Page 3	Daily Dep	oosit Request Report	continued	100 Plainvie	ew Schools District
Fund Totals					
Fund ID	Fund Description	Gross Amount	Transaction Flat Fee	Merchant Fee	Net Amount
Arthur-Fees	Arthur Elementary Fees	15.00000	-0.33000	-0.52500	14.14500
Fillmore-Sports	Fillmore Middle School Sports	100.00000	-0.66000	-3.50000	95.84000
Harrison-Sports	Harrison High School Sports	100.00000	-0.33000	-3.50000	96.17000
Service Fees	Service Fees	10.75000	-0.08000	-0.37625	10.29375
Adjust In				0.00540	0.00540
				0.00415	0.00415
Adjust Out					