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**.

Click to view larger image.

About the Deposit Process

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.

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

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. • The **Deposit Date** is the date when the payment platform deposited the funds into the district's bank accounts.
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. Contact Campus Support if a Deposit State does not update from 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.

Example 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 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.

Example of the Daily Deposit Request Summary

*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.

Deposit Details

06/06/2022			Deposit Report Detail		Bank Account: 6780
Fund ID	**Fund Description**	**Payer Name**	**Recipient**	**Payment Reference Number**	**Amount**
Fillmore-Sports	Fillmore Middle School Sports	Abegg, Donald	Abegg, Justin	t1_txn_629ce7fa2eb990e5fe5c586	50.00000
Fillmore-Sports	Fillmore Middle School Sports	Hausrath, Nadine	Hausrath, Rafiq	t1_txn_629ce860b4ed9bfe2c058ae	50.00000
Harrison-Sports	Harrison High School Sports	Fleischmann, Eleanor	Fleischmann, Christine	t1_txn_629d1f1a137d1a621e65475	100.00000
Adjust In:					0
Adjust Out:					0
Total:					**200.00000**

06/06/2022			Deposit Report Detail		Bank Account: 6789
Fund ID	**Fund Description**	**Payer Name**	**Recipient**	**Payment Reference Number**	**Amount**
Arthur-Fees	Arthur Elementary Fees	Aarens, Barnaby	Aarens, Joey	t1_txn_629cdc2b81def44d0b2c389	15.00000
Adjust In:					0
Adjust Out:					0
Total:					**15.00000**

06/06/2022			Deposit Report Detail		Bank Account: 8383
Fund ID	**Fund Description**	**Payer Name**	**Recipient**	**Payment Reference Number**	**Amount**
Service Fees	Service Fees	Aarens, Barnaby		t1_txn_629cdc2b81def44d0b2c389	0.75000
Service Fees	Service Fees	Abegg, Donald		t1_txn_629ce7fa2eb990e5fe5c586	2.50000
Service Fees	Service Fees	Fleischmann, Eleanor		t1_txn_629d1f1a137d1a621e65475	5.00000
Service Fees	Service Fees	Hausrath, Nadine		t1_txn_629ce860b4ed9bfe2c058ae	2.50000
Transaction Fees	Transaction Fees	Aarens, Barnaby		t1_txn_629cdc2b81def44d0b2c389	-0.35000
Transaction Fees	Transaction Fees	Aarens, Barnaby		t1_txn_629cdc2b81def44d0b2c389	-0.55125
Transaction Fees	Transaction Fees	Abegg, Donald		t1_txn_629ce7fa2eb990e5fe5c586	-0.35000
Transaction Fees	Transaction Fees	Abegg, Donald		t1_txn_629ce7fa2eb990e5fe5c586	-1.83750
Transaction Fees	Transaction Fees	Fleischmann, Eleanor		t1_txn_629d1f1a137d1a621e65475	-0.35000
Transaction Fees	Transaction Fees	Fleischmann, Eleanor		t1_txn_629d1f1a137d1a621e65475	-3.67500
Transaction Fees	Transaction Fees	Hausrath, Nadine		t1_txn_629ce860b4ed9bfe2c058ae	-0.35000
Transaction Fees	Transaction Fees	Hausrath, Nadine		t1_txn_629ce860b4ed9bfe2c058ae	-1.83750
Adjust In:					0.00540
Adjust Out:					-0.00415
Total:					**1.45000**

Grand Total					**$ 216.45**

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.

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
Adjust Out				0.00415	0.00415
Grand Total		225.75000	-1.40000	-7.90125	216.45000