

# Deposit Request Report

Last Modified on 10/22/2022 10:06 am CDT

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

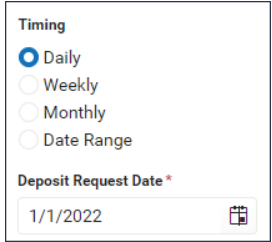
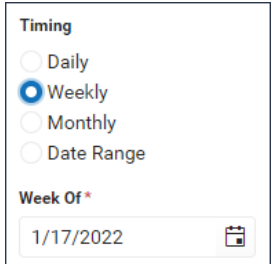
**Search Terms:** Deposit Reporter

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?
<ul style="list-style-type: none"> <li><a href="#">Generate the Report</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Deposit Request Report Example</a></li> </ul>

## 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
<b>Daily</b>	The specific date on which you want to report. Enter or select the <b>Deposit Request Date</b> .	
<b>Weekly</b>	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 <b>Week Of</b> field. If you do not enter a date that falls on a Monday, Campus automatically changes the date to the first previous Monday.	

Timing Option	Description	Example
<b>Monthly</b>	The specific month on which you want to report. Enter or select the month and year in the <b>Month Of</b> field.	
<b>Date Range</b>	The specific dates on which you want to report. Enter or select the <b>Start Date</b> and <b>End Date</b> . The date range is limited to 60 days.	

Deposit Reporter ☆ System Settings > Payments > Deposit Reporter

**Request Start Date**  
month/day/year

**Request End Date**  
month/day/year

**Payment Reference Number**  
search

**Export Type**  
Excel Export

Drag a column header and drop it here to group by that column

Request Date	Deposit Reque... ↑	Deposit Date	Deposit Refer
11/02/2021	t1_pay_6181b1...	11/03/2021	t1_dbm_618
11/10/2021	t1_pay_618c4b...	11/12/2021	t1_dbm_618
11/15/2021	t1_pay_6192e2...	11/16/2021	t1_dbm_619
11/15/2021	t1_pay_6192e2...	11/16/2021	t1_dbm_619
11/16/2021	t1_pay_619434...	11/17/2021	t1_dbm_619
11/16/2021	t1_pay_619434...	11/17/2021	t1_dbm_619

Bank Reconciliation Deposit Request Report Run Close

**Deposit Request Report**

**Timing**

Daily 2

Weekly

Monthly

Date Range

**Deposit Request Date \***

1/27/2022

## 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.

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

*Example of the Daily Deposit Request Summary*

100 Plainview Schools District 123 Main Street, Metro City, MN 55555 Generated on 03/31/2022 04:17 PM Page 1		Deposit Request Report
<b>Deposit Request Summary: 01/01/2022 - 01/15/2022</b>		
<b>Bank Account</b>	<b>Request Date</b>	<b>Amount</b>
8383 - Fees-District	01/04/2022	\$ 184.70
	01/05/2022	-\$ 73.15
	01/06/2022	\$ 219.51
	01/10/2022	\$ 182.84
	01/12/2022	\$ 168.67
<b>Total:</b>	<b>Count: 5</b>	<b>\$ 682.57</b>
<b>Bank Account</b>	<b>Request Date</b>	<b>Amount</b>
6780 - District Sports	01/04/2022	\$ 0.00
<b>Total:</b>	<b>Count: 1</b>	<b>\$ 0.00</b>
<b>Bank Account</b>	<b>Request Date</b>	<b>Amount</b>
6789 - Fees-School	01/06/2022	\$ 183.33
	01/10/2022	\$ 190.00
<b>Total:</b>	<b>Count: 2</b>	<b>\$ 373.33</b>
<b>Grand Total</b>		<b>\$ 1055.90</b>

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_bxn_629ce7fa2eb990e5fe5c586	50.00000
Fillmore-Sports	Fillmore Middle School Sports	Hausrath, Nadine	Hausrath, Rafiq	t1_bxn_629ce860b4ed9bfe2c058ae	50.00000
Harrison-Sports	Harrison High School Sports	Fleischmann, Eleanor	Fleischmann, Christine	t1_bxn_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_bxn_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_bxn_629cdc2b81def44d0b2c389	0.75000
Service Fees	Service Fees	Abegg, Donald		t1_bxn_629ce7fa2eb990e5fe5c586	2.50000
Service Fees	Service Fees	Fleischmann, Eleanor		t1_bxn_629d1f1a137d1a621e65475	5.00000
Service Fees	Service Fees	Hausrath, Nadine		t1_bxn_629ce860b4ed9bfe2c058ae	2.50000
Transaction Fees	Transaction Fees	Aarens, Barnaby		t1_bxn_629cdc2b81def44d0b2c389	-0.35000
Transaction Fees	Transaction Fees	Aarens, Barnaby		t1_bxn_629cdc2b81def44d0b2c389	-0.55125
Transaction Fees	Transaction Fees	Abegg, Donald		t1_bxn_629ce7fa2eb990e5fe5c586	-0.35000
Transaction Fees	Transaction Fees	Abegg, Donald		t1_bxn_629ce7fa2eb990e5fe5c586	-1.83750
Transaction Fees	Transaction Fees	Fleischmann, Eleanor		t1_bxn_629d1f1a137d1a621e65475	-0.35000
Transaction Fees	Transaction Fees	Fleischmann, Eleanor		t1_bxn_629d1f1a137d1a621e65475	-3.67500
Transaction Fees	Transaction Fees	Hausrath, Nadine		t1_bxn_629ce860b4ed9bfe2c058ae	-0.35000
Transaction Fees	Transaction Fees	Hausrath, Nadine		t1_bxn_629ce860b4ed9bfe2c058ae	-1.83750
Adjust In:					0.00540
Adjust Out:					-0.00415
Total:					1.45000

<b>Grand Total</b>					<b>\$ 216.45</b>
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### 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
<b>Grand Total</b>		<b>225.75000</b>	<b>-1.40000</b>	<b>-7.90125</b>	<b>216.45000</b>