

Payments Reporter

Last Modified on 10/22/2022 10:07 am CDT

[Important Information about this Tool](#) | [About the Deposit Process](#) | [Tips for Searching](#) | [Transaction Status Descriptions](#) | [View Details for a Single Transaction](#) | [Issue a Full Refund](#) | [Issue a Partial Refund](#) | [Revoke a Transaction](#) | [Resolve a Transaction](#) | [Select Columns to Display](#) | [Group Report by Specific Columns \(Grouping Options\)](#) | [Payments Reporter Column Descriptions](#) | [Create and Manage Templates](#) | [Identify Deposit Balance by Fund ID](#) | [Export the Report](#)

Classic View: System Administration > Payments > Payments Reporter

Search Terms: Payments Reporter

The Payments Reporter details all transactions that were completed through the online payment process. With this tool, you can check the status of a specific payment, issue refunds, and revoke transactions.

What can I do?	What do I need to know?
<ul style="list-style-type: none"> • View Details for a Single Transaction • Issue a Full Refund • Issue a Partial Refund • Revoke a Transaction • Resolve a Transaction • Select Columns to Display • Group Report by Specific Columns (Grouping Options) • Create and Manage Templates • Identify Deposit Balance by Fund ID • Export the Report 	<ul style="list-style-type: none"> • Important Information about this Tool • About the Deposit Process • Tips for Searching • Transaction Status Descriptions • Payments Reporter Column Descriptions

Load Template

Balance by Fund ID

View By: Payment Date 06/30/2021 12:00 AM month/day/year hour: ...

Export Type: Excel Select Columns: III

Bank Account: 4670

Payment Date ↓ 1	Payer Name	Description	Payment Reference Number	Transaction Status	Settlement Date	Fund ID	Bank Acc...	Deposit Amount ↓ 2
month/day/yea					month/day/yea			
▼ Fund ID: Default								
08/16/2021 12:29 PM	Laban, Hamon	Service Fee	t1_txn_611aa06b18f04...	COMPLETED	08/16/2021	Default	4670	\$0.70
08/16/2021 12:29 PM	Laban, Hamon	\$0.35 Card Flat Fee	t1_txn_611aa06b18f04...	COMPLETED	08/16/2021	Default	4670	-\$0.35
08/16/2021 12:29 PM	Laban, Hamon	3.5% VMCD Card Transaction Fee	t1_txn_611aa06b18f04...	COMPLETED	08/16/2021	Default	4670	-\$0.72
								-\$0.37
▼ Fund ID: VanBuren Fees								
08/16/2021 12:29 PM	Laban, Hamon	District Fee	t1_txn_611aa06b18f04...	COMPLETED	08/16/2021	VanBuren Fees	4670	\$10.00
08/16/2021 12:29 PM	Laban, Hamon	Headset	t1_txn_611aa06b18f04...	COMPLETED	08/16/2021	VanBuren Fees	4670	\$5.00
08/16/2021 12:29 PM	Laban, Hamon	Jump Drive	t1_txn_611aa06b18f04...	COMPLETED	08/16/2021	VanBuren Fees	4670	\$5.00
								\$20.00

1 - 6 of 6 items

Example Payments Reporter (Additional Columns are Available)

Important Information about this Tool

- Campus automatically voids all returned transactions. The original transaction appears with the Returned status and the correcting transaction appears with the Return Void status. Transactions may be returned if the account is not valid or has non-sufficient funds. There is a two to five day delay in which Campus may have completed the transaction and the payment vendor may need to return it.
- Transaction fees are never refunded.
- Payments with the Transaction Status **Resolved** can only be refunded if the transaction was resolved by Campus Support. If you need to refund a payment that you manually resolved, contact Campus Support for assistance.
- When a payer makes a purchase for \$0.00, Campus assigns a reference number but a Payment Method does not appear in the report. In addition, Service Fees are not applied when the total is \$0.00.
 - A Deposit Date does not display either unless the zero dollar purchase was purchased with other items for which the payer was charged and the transaction is processed.
- E-checks can take 8-10 business days to settle and an additional 2 business days for the deposit to complete.
- Refunds (full or partial) for echecks are not allowed until there is a Settlement Date.
- Refunds for echecks are processed 12 days after the transaction's Payment Date. This ensures funds have cleared before the refund is processed.
- All refunds that are requested between 5:45 p.m. and 6:00 p.m. Eastern Time will not process until 12:00 a.m. the following day. For example, a refund requested at 5:45 p.m. on September 1st will be processed at 12:00 a.m. on September 2nd. This rule applies to all payment types except for echecks which cannot be processed until 12 days after their transaction's Payment Date.

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.						
2	<p>After determining the balance, Campus combines transactions with the following statuses into a deposit.</p> <ul style="list-style-type: none"> • Completed • Resolved • Returned • Partial returned • Returnvoid • Transactions with a settled date • Transaction Fees <p>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.</p>						
3	<table border="1"> <thead> <tr> <th>If the deposit is...</th> <th>Then...</th> </tr> </thead> <tbody> <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> </tbody> </table>	If the deposit is...	Then...	Successful	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.	Not Successful	The deposit is canceled and recalculated the following day.
If the deposit is...	Then...						
Successful	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.						
Not Successful	The deposit is canceled and recalculated the following day.						

Tips for Searching

- You can search for transactions according to their **Payment Date** or **Deposit Date**. Click the **Show Filters** button, then select the option you want to use in the **View By** field and enter the appropriate start and end dates.

Load Template

View By: Deposit Date month/day/year month/day/year

Load Template

View By: Payment Date month/day/year hour:... month/day/year hour:...

- To include district payments such as Service Fees in your search, click the **Show Filters** button then toggle **Include District Payments** to *ON*. If you want to see payments made to your school only, set the toggle to *OFF*. This toggle is only available if your system administrator has assigned the appropriate [tool rights](#).

Payment End Date: 06/02/2019 11:59 PM

Include District Payments

Payment Reference Number	Transaction Status	Return Date
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- If you select All Schools in the School dropdown list, only payments made to the district display. However, you can set the **Include School Payments** toggle to *On* to include payments from all schools in the district.

2019-20 All Schools All Calendars

Payments Reporter

Payment Start Date: 08/21/2019 12:00 AM

Payment End Date: 08/28/2019 11:59 PM

Include School Payments

- Search results are grouped by Fund ID.
 - Select an individual line to see the entire transaction in the Payment Transaction panel.
 - Sort results by Deposit Date and Deposit Amount when trying to perform a bank reconciliation.
- You can sort the results by clicking a column heading. Each click changes the data in ascending or descending order.
- You can add filters to narrow the report's results. For example, you can find payments that were made on a specific date or Transaction Status.

Payment Date ↑	Payer Name	Payment Reference Number	Transaction Status
month/day/y ... <input type="button" value="Calendar"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="RETURNED"/> <input type="button" value="X"/>
05/02/2019 8:45 AM	Jardin, Suzette	t1_txn_6044b7d1e725afefi	RETURNED
05/09/2019 9:33 AM	Abel, Cain	t1_txn_60415d8b4bf826e7i	RETURNED


Tip: The Payment Reference Number for transactions from the new payment platform begins with **p1_txn**. To exclude Vanco transactions and only see transactions from the

new payment platform, use **p1_txn** in the *Payment Reference Number* column to filter your report's results.

Transaction Status Descriptions

Transaction Status	Description
Completed	A fully completed transaction.
Exception	The payment was processed in by the payment vendor but not in Campus. If a transaction displays in this status, you can manually resolve the transaction or contact Campus Support.
Canceled	If a transaction displays in this status, you can manually resolve the transaction or contact Campus Support.
Pending	If a transaction displays in this status, you can manually resolve the transaction or contact Campus Support.
Returned and Return Void	Campus automatically voids all returned transactions from the payment vendor. The original transaction appears with the Returned status and the correcting transaction appears with the Return Void status. Transactions may be returned if the account is not valid or has non-sufficient funds. Transactions also appear in these states if the district manually Refunds a Payment . There could be a two to five day delay in which Campus may have completed the transaction and the payment vendor may need to return it.
Revoked	Transactions can be manually revoked by the district if an interruption occurred between the district and the payment vendor where the payment was never processed. This status displays transactions manually revoked by the district within the date range entered on the editor.
Resolved	Transactions may be automatically resolved by Campus, manually resolved by Campus Support, or manually resolved by the district if the transaction was processed but still appears to be in an Exception, Canceled, or Pending Status in the Payments Reporter.

View Details for a Single Transaction

A transaction with the label  indicates an online payment was voided using the [Fees](#) tool. The payment amount is deposited into the surplus for that student. When you see this label, the payment can **NOT** be refunded in Payments Reporter.

To view details for a single transaction, click the transaction you want to view. The Payment

Transaction panel displays with details for the transaction.

Since lines on the Payments Reporter are grouped by Fund ID, this is a good method for viewing the entire transaction.

Payment Date ↓ 1	Payer Name	Recipient	Payment Reference Number	Transaction Status	Return Date	Settlement Date
month/day/year 📅					month/ ... 📅	month/ ... 📅
07/29/2022 02:07 PM	Campus, Mary	Campus, Frank	t1_txn_62e42fe41e16a84cb88fc50	COMPLETED		07/29/2022
07/29/2022 02:07 PM	Campus, Mary		t1_txn_62e42fe41e16a84cb88fc50	COMPLETED		07/29/2022
07/29/2022 02:07 PM	Campus, Mary	Campus, Frank	t1_txn_62e42fe41e16a84cb88fc50	COMPLETED		07/29/2022
07/29/2022 02:07 PM	Campus, Mary		t1_txn_62e42fe41e16a84cb88fc50	COMPLETED		07/29/2022

Payment Transaction

Payer Name Campus, Mary	Payment Date 07/29/2022 2:07 PM	Payment Source Parent Portal
Settlement Date 2022-07-29	Payment Method VISA *0026	Payment Reference Number t1_txn_62e42fe41e16a84cb88fc50

RECIPIENT	FUND ID	DESCRIPTION	STATUS	RETURN DATE	OFFSET TRANSACTION	AMOUNT
Campus, Ethan	Fillmore-Fees	7th grade Band Trip	COMPLETED			\$250.00
Campus, Frank	Carter-Fees	Carter Field Trip	COMPLETED			\$15.00
						FEE SURPLUS
Campus, Frank	Carter-Fees	Fall Sports	COMPLETED			\$50.00
	Service Fees	Service Fee	COMPLETED			\$15.75
	Transaction Fees	3.5% VMCD Card Transaction Fee	COMPLETED			-\$11.58
	Transaction Fees	\$0.35 Card Flat Fee	COMPLETED			-\$0.35
Total						\$303.82


Preview Refund
Close

Issue a Full Refund

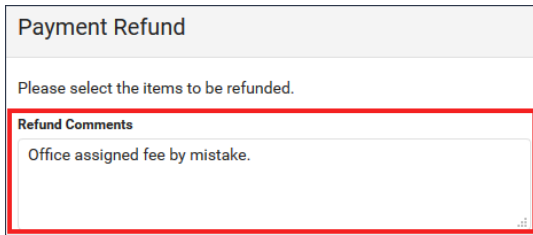
Tips

- This option is only available if your system administrator has assigned the appropriate tool rights.
- The Transaction Fee cannot be refunded.
- The Service Fee can only be returned if your District has enabled Service Fee refunds in the [Payment setup](#).
- If you do NOT refund Service Fees, the Service Fee stays in a Completed status.
- Refunds may incur an additional Transaction Fee based on your district's contract with the payment vendor.
- Refunds for echecks are not allowed until there is a Settlement Date.

1. Click the transaction you want to refund.
Result: The Payment Transaction panel displays.

2. Click the  button.
Result: The Payment Refund panel displays.

3. Enter the reason for the refund in the **Refund Comments** field. *(optional)*
 This comment will display on the offset transaction's details.



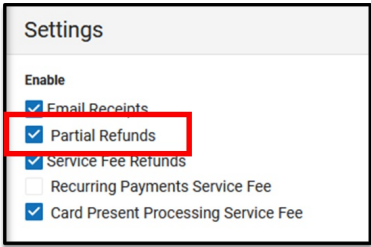
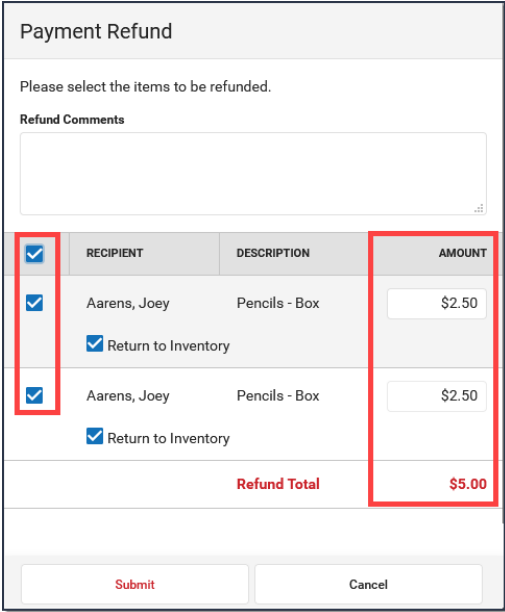
Payment Refund

Please select the items to be refunded.

Refund Comments

Office assigned fee by mistake.

4. Complete one of the following options. Options that display depend on whether your district allows partial refunds.

If Partial Refunds...	Then...
<p>is enabled in Payments Setup (district settings)</p> 	<ul style="list-style-type: none"> Mark all of the checkboxes. Verify the Amount you want to refund. If your district uses inventory tracking, verify the Return to Inventory checkbox is marked next to the item(s) you want to return <i>(optional)</i> Click Submit. 

If Partial Refunds...	Then...												
<p>is not enabled in Payments Setup (district settings)</p> <div data-bbox="245 349 616 602" style="border: 1px solid black; padding: 5px;"> <p>Settings</p> <p>Enable</p> <p><input checked="" type="checkbox"/> Email Receipts</p> <p><input type="checkbox"/> Partial Refunds</p> <p><input checked="" type="checkbox"/> Service Fee Refunds</p> <p><input type="checkbox"/> Recurring Payments Service Fee</p> <p><input checked="" type="checkbox"/> Card Present Processing Service Fee</p> </div>	<ul style="list-style-type: none"> ◦ The entire amount is refunded; you cannot give partial refunds. ◦ If your district uses inventory tracking, verify the Return to Inventory checkbox is marked next to the item(s) you want to return (<i>optional</i>) ◦ Click Submit <div data-bbox="660 539 1179 1140" style="border: 1px solid black; padding: 5px;"> <p>Payment Refund</p> <p>Please select the items to be refunded.</p> <p>Refund Comments</p> <div style="border: 1px solid gray; height: 30px; width: 100%;"></div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">RECIPIENT</th> <th style="width: 40%;">DESCRIPTION</th> <th style="width: 30%;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td>Aarens, Joey</td> <td>Pencils - Box <input checked="" type="checkbox"/> Return to Inventory</td> <td style="text-align: right;">\$2.50</td> </tr> <tr> <td>Aarens, Joey</td> <td>Pencils - Box <input checked="" type="checkbox"/> Return to Inventory</td> <td style="text-align: right;">\$2.50</td> </tr> <tr> <td colspan="2" style="text-align: right;">Refund Total</td> <td style="text-align: right;">\$5.00</td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="Submit"/> <input type="button" value="Cancel"/> </p> </div>	RECIPIENT	DESCRIPTION	AMOUNT	Aarens, Joey	Pencils - Box <input checked="" type="checkbox"/> Return to Inventory	\$2.50	Aarens, Joey	Pencils - Box <input checked="" type="checkbox"/> Return to Inventory	\$2.50	Refund Total		\$5.00
RECIPIENT	DESCRIPTION	AMOUNT											
Aarens, Joey	Pencils - Box <input checked="" type="checkbox"/> Return to Inventory	\$2.50											
Aarens, Joey	Pencils - Box <input checked="" type="checkbox"/> Return to Inventory	\$2.50											
Refund Total		\$5.00											

Result: A confirmation message displays.

5. Click **OK**.

Result

- The Payments Reporter screen displays. Campus updates the original Transaction Status to RETURNED and adds an offset entry with the Status RETURNEDVOID on the refunded lines.
- Campus also updates the original payment transaction's details. After a refund is made, the details include a Return Date and the Offset Transaction Reference Number.
- Refunds may incur an additional Transaction Fee based on your district's contract with the payment vendor.

Payment Transaction						
Payer Name Brown, Troy		Payment Date 11/13/2019 11:03 AM		Payment Source Portal		
Settlement Date 11/13/2019		Payment Method VISA *0026		Payment Reference Number t1_txn_60415d8b4bf826e76d92962		
RECIPIENT	FUND ID	DESCRIPTION	STATUS	RETURN DATE	OFFSET TRANSACTION	AMOUNT
Brown, Jordan	FEE-CA	Fall Sports	RETURNED	11/13/2019 2:25 PM	156162	\$125.00
Brown, Jordan	FEE-CA	Instrument Rental	RETURNED	11/13/2019 2:25 PM	156162	\$50.00
	CONV-CA	Service Fee	RETURNED	11/13/2019 2:25 PM	156162	\$4.38
	Transaction Fee	Transaction Fee	COMPLETED			-\$6.63
Total						\$172.75

Issue a Partial Refund

Tips

- This option is only available if
 - your system administrator has assigned the appropriate tool rights.
 - your district has enabled partial refunds in the [Payment setup](#).
- The Transaction Fee cannot be refunded.
- Refunds may incur an additional Transaction Fee based on your district's contract with the payment vendor.
- The Service Fee can only be returned if your District has enabled Service Fee refunds.
- If an item is already partially returned, you cannot make additional refunds on the same item.
- Partial refunds appear in the Payments Reporter with a status of Partial Return and an offset transaction number.
- Refunds for echecks are not allowed until there is a Settlement Date.

1. Click the transaction you want to refund.

Result The Payment Transaction panel displays.

2. Click the [Preview Refund](#) button.

Result The Payment Refund panel displays. Only items eligible for a refund display on the screen.

▶ [Click here to expand...](#)

3. Enter the reason for the refund in the **Refund Comments** field. *(optional)*

This comment will display on the offset transaction's details.

▶ [Click here to expand...](#)

4. Mark the checkbox(es) next to the item(s) you want to return.

▶ [Click here to expand...](#)

5. Verify the **Amount(s)** you to refund.

You can change the amount to be less than the amount that was paid.

▶ [Click here to expand...](#)

6. Verify the Return to Inventory checkbox is marked next to the item(s) you want to return to inventory. *(optional)*

▶ [Click here to expand...](#)

7. Click **Submit**.

Result: A confirmation message displays.

8. Click **OK**.

Results

- The Payments Reporter screen displays. Campus updates the Transaction Status to **RETURNED** and adds an offset entry with the Status RETURNEDVOID on the refunded lines.
- Campus also updates the payment transaction's details. After a refund is made, the details include a Return Date and the Offset Transaction Reference Number.
- Refunds may incur an additional Transaction Fee based on your district's contract with the payment vendor.

Revoke a Transaction

You can revoke transactions that did not process. Only transactions that are in a Pending, Exception, or Canceled status can be revoked. When revoked, Campus updates the Transaction Status for all lines in the transaction to Revoked and line item balances do not change.

1. Select the transaction you want to revoke.

Result: The Payment Transaction panel displays.

2. Click the **Revoke** button.

Result: A confirmation message displays.

3. Click **OK**.

Result: The Payments Reporter screen displays. Campus updates the Transaction Status to Revoked and line item balances do not change.

Resolve a Transaction


If the transaction was processed but still appears to be in an Exception, Canceled, or Pending Status in the Payments Reporter, you can manually resolve the transaction. Please note, Resolved transactions may not display a Deposit Date in the Payments Reporter tool.

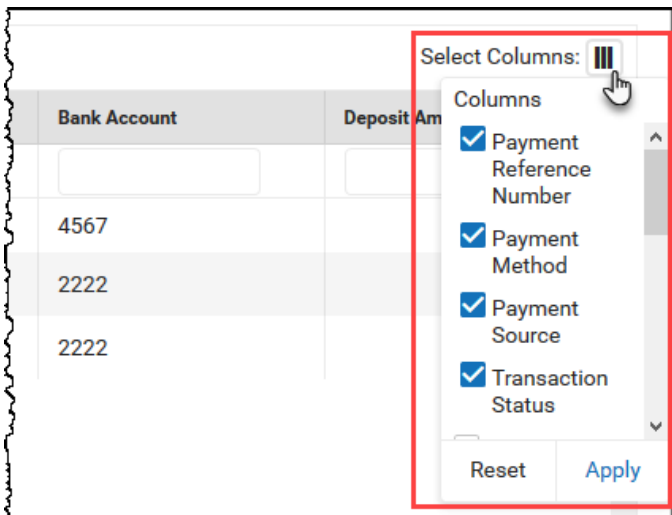
Before you Begin

To manually resolve a transaction in Campus Payments, you must contact Campus Support to get the **Payment Reference Number**.

1. Select the transaction you want to resolve.
Result: The Payment Transaction panel displays.
2. Enter the *Payment Reference Number* in the **Payment Reference Number** field.
3. Click the button.
Result: A confirmation Message displays.
4. Click **OK**.
Result: The Payments Reporter screen displays. Campus updates the Transaction Status to *Resolved* and payments are posted to the Food Service and Fee Accounts.

Select Columns to Display

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.



Group Report by Specific Columns (Grouping Options)

The report displays differently based on the grouping options you select. Select the column(s) you want to group together and drag the column(s) to the area above the table. You can select multiple columns and further group the report results.

Payments Reporter

Export Type: Excel | Export | Select Columns: [icon]

↑ Payment Source ×

Payment Date	Payer Name	Recipient	Payment Reference Number	Payment Method	Payment Source	Transaction Status	Deposit Date	Deposit Amount
month/day/year							month/day/year	
▼ Payment Source: Portal								
01/16/2020 03:18 PM	Smith, George		t1_txn_6044b7d1e725afef	VISA	Portal	COMPLETED		-\$1.29
01/16/2020 03:18 PM	Smith, George	Smith, Zoey	t1_txn_6044b7d1e725afef	VISA	Portal	COMPLETED		\$25.00
01/16/2020 03:18 PM	Smith, George		t1_txn_6044b7d1e725afef	VISA	Portal	COMPLETED		\$1.75
\$25.46								
▼ Payment Source: Recurring								
01/20/2020 09:40 AM	Smith, George	Hill, Amber	t1_txn_60415d8b4bf826e7	echek	Recurring	COMPLETED	01/22/2020	\$294.12
01/20/2020 09:40 AM	Smith, George		t1_txn_60415d8b4bf826e7	echek	Recurring	COMPLETED	01/22/2020	\$20.59
01/20/2020 09:40 AM	Smith, George		t1_txn_60415d8b4bf826e7	echek	Recurring	COMPLETED	01/22/2020	-\$0.50
01/20/2020 09:40 AM	Frost, Janet	Joseph, Eric	t1_txn_604158a255906fa5	echek	Recurring	COMPLETED	01/22/2020	\$100.00
01/20/2020 09:40 AM	Frost, Janet		t1_txn_604158a255906fa5	echek	Recurring	COMPLETED	01/22/2020	\$7.00
01/20/2020 09:40 AM	Frost, Janet		t1_txn_604158a255906fa5	echek	Recurring	COMPLETED	01/22/2020	-\$0.50
01/20/2020 09:40 AM	Owens, Liz		t1_txn_60415d8b4bf826e7	MAST	Recurring	COMPLETED		-\$2.22
01/20/2020 09:40 AM	Owens, Liz	Vaughn, Jane	t1_txn_60415d8b4bf826e7	MAST	Recurring	COMPLETED		\$50.00

Payments Reporter Column Descriptions

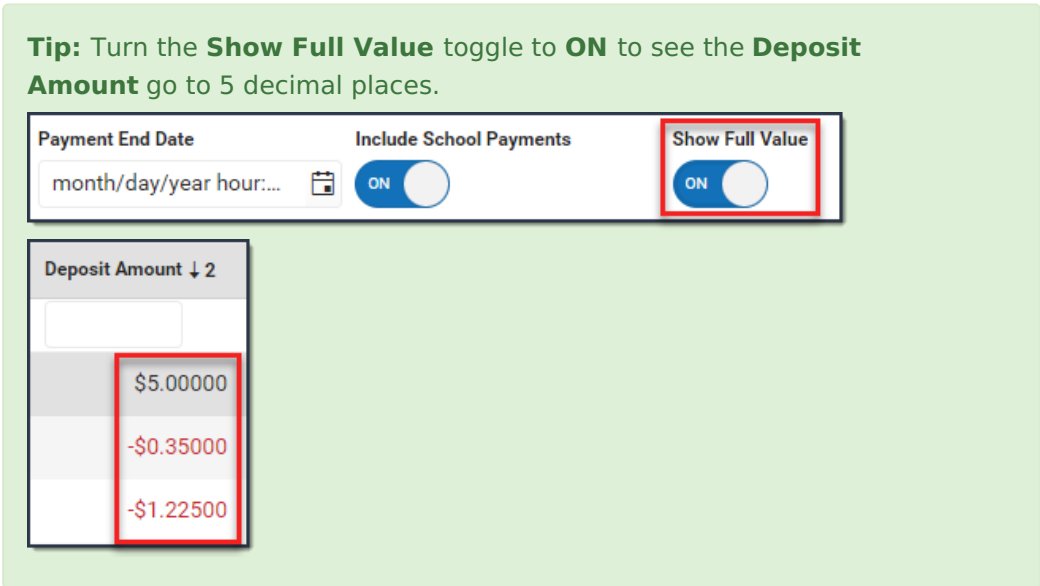
The following columns are available on the [Payments Reporter](#). These columns are available via the column selector and can be grouped, filtered, and saved as templates.

TIP

You can sort the Payments Report by clicking a column heading. Each click changes the data in ascending or descending order. When [grouping specific columns](#), be sure to also sort the column headings to ensure you are viewing the report results in an organized manner.

Column	Description
Payment Date	The date on which the payment was made.
Payer Name	The name of the person who made the payment.
Recipient	The person receiving items purchased in the School Store or the student who was registered for an activity.
Description	A description of the fee.

Column	Description
Payment Reference Number	<p>This number is automatically generated by the payments platform and is a unique identifier for a specific transaction.</p> <p>The Payment Reference Number for transactions from the new payment platform begins with p1_txn. To exclude Vanco transactions and only see transactions from the new payment platform, use p1_txn in the <i>Payment Reference Number</i> column to filter your report's results.</p>
Payment Method	Indicates what was used to make the payment; e.g., type of credit card or eCheck.
Payment Source	<p>Identifies where the transaction occurred.</p> <ul style="list-style-type: none"> • Portal • Parent Portal • Student Portal • Employee Self Service • Card Present Processing • Public Store • Recurring • Refund • Reversal • Failed Transaction
Transaction Status	<p>The current state of the transaction. See the Transaction Status topic for more information.</p> <ul style="list-style-type: none"> • Completed • Exception • Canceled • Pending • Returned • Return Void • Revoked • Resolved
Return Date	After a refund is made, the details include this Return Date and the Offset Transaction Reference Number.
Settlement Date	The date on which the payment was processed.
Deposit Date	The date when payment platform deposits the money into the bank accounts.
Deposit Request Date	The date when Campus requested payments to be disbursed to the bank accounts.

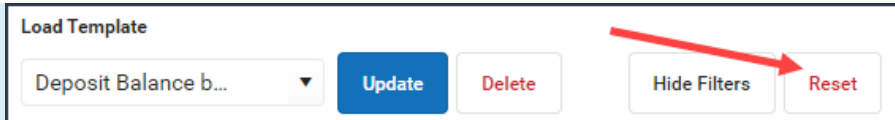
Column	Description
Deposit Request Reference	The ID the payment platform sends to Campus when Campus requests a disbursement.
Fund ID	The unique identifier for the Fund Account. Fund ID is unique and the same Fund ID cannot be used at different schools.
Fund Description	A description of the Fund Account.
Bank Account	The bank account associated with the Fund ID.
Deposit Amount	<p>The specific amount of money that constitutes the deposit.</p> <div style="background-color: #e0f2f1; padding: 10px; border: 1px solid #ccc;"> <p>Tip: Turn the Show Full Value toggle to ON to see the Deposit Amount go to 5 decimal places.</p>  </div>

Create and Manage Templates

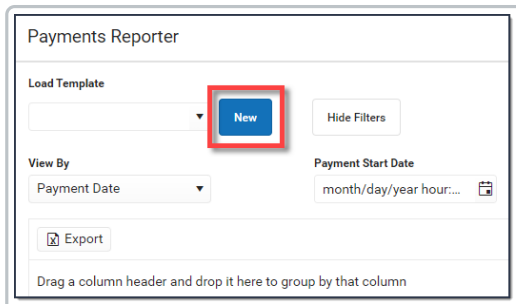
Templates allow you to save a custom view of the Payments Reporter and use it again later. You can choose specific columns to display, group them in a useful way, filter data in each column, and save your selections as a template. You can create multiple templates as well as update or delete templates at any time.

Create a New Template

If there are existing templates, click the **Reset** button before you begin.



1. Use the Select Columns tool to choose the column(s) you want to display then drag the column(s) you want to group together to the area above the table.
2. Click the **Show Filters** button and enter any filter data you want to use. (Optional)
3. Further narrow down report results by using the filters in each column. (Optional)
4. Click the **New** button (next to the **Load Template** dropdown list).



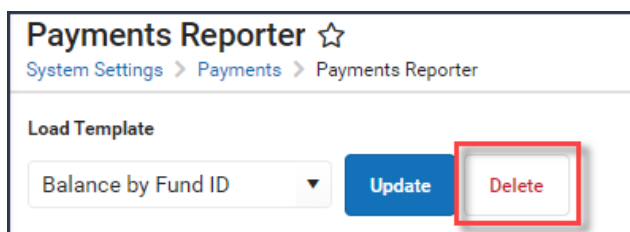
Result: The Create Template panel displays.

5. Enter the **Template Name** then click **Save**.

Result: The new template displays in the **Load Template** dropdown list.

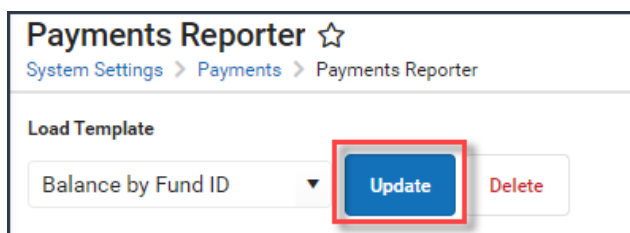
Delete a Template

To delete a template, select the template you want to delete in the **Load Template** dropdown list then click the **Delete** button.



Update a Template

To update a template, select the template you want to update in the **Load Template** dropdown list. Make any necessary changes then click the **Update** button to save your changes.



Identify Deposit Balance by Fund ID

The report displays differently based on the grouping options you select. Select the column(s) you want to group together and drag the column(s) to the area above the table. To identify the balance by Fund ID, group columns in the following order:

1. Bank Account
2. Deposit Date
3. Fund ID

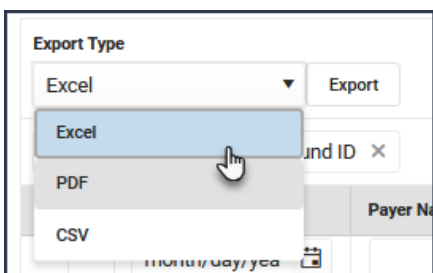
The screenshot shows a report interface with the following elements:

- View By:** Payment Date
- Payment Start Date:** 06/30/2021 12:00 AM
- Payment End Date:** month/day/year hour:...
- Include School Payments:** ON
- Export Type:** Excel
- Grouping:** Bank Account, Deposit Date, Fund ID (indicated by a red box)
- Table Columns:** Payment Date, Payer Name, Recipient, Payment Reference Number, Payment Met..., Payment Sou..., Transaction Status, Return Date, Settlement D..., Deposit Date, Fund ID, Bank Account, Deposit Amo...
- Grouped Data:**
 - Bank Account: 2555**
 - Deposit Date: 02/22/2021**
 - Fund ID: Food Service - District_Archived**
 - 02/17/2021 09:48 AM | Ann Wolffert | Wolffert, Lara | t1_txn_602d3abaa506... | MASTERCARD | Card Present Processing | COMPLETED | 02/17/2021 | 02/22/2021 | Food Service - District_Arc... | 2555 | \$55.00
 - 02/17/2021 09:45 AM | 3/TEST | Buick, Regina | t1_txn_602d3a1b4a67... | VISA | Card Present Processing | COMPLETED | 02/17/2021 | 02/22/2021 | District_Arc... | 2555 | \$17.50
 - 02/17/2021 09:45 AM | 3/TEST | Buick, Arlo | t1_txn_602d3a1b4a67... | VISA | Card Present Processing | COMPLETED | 02/17/2021 | 02/22/2021 | Food Service - District_Arc... | 2555 | \$17.50
 - Subtotal:** \$90.00
 - Bank Account: 4444**
 - Deposit Date:**
 - Fund ID: Activity Fees**
 - 03/15/2021 05:14 AM | Youard, Pobov | Youard, Edle | t1_txn_604f336b1f4ec... | MASTERCARD | Recurring | COMPLETED | 03/15/2021 | Activity Fees | 4444 | \$37.50

Example of Sorting by Fund ID

Export the Report

You can export the report to Excel, PDF, or CSV format. To export the report, select the format you want from the **Export Type** dropdown list then click the **Export** button.



If you do not limit the report results using the **Payment Start Date** and/or the **Payment End Date**, the export will be limited to the last 60 days.

J	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Payment Date	Payer Name	Recipient	Payment Reference Number	Payment Method	Payment Source	Transaction Status	Return Date	Settlement Date	Deposit Date	Fund ID	Bank Account	Deposit Amount
2	03/07/2021 05:24 AM	Brown, Jenny	Diaz, Andraya	t1_txn_6044b7d1e725afefdba8	mastercard	Recurring	COMPLETED		03/07/2021		Default Food Service	6899	30.00
3	03/07/2021 05:24 AM	Brown, Jenny		t1_txn_6044b7d1e725afefdba8	mastercard	Recurring	COMPLETED		03/07/2021		FEES	6899	1.05
4	03/07/2021 05:24 AM	Brown, Jenny		t1_txn_6044b7d1e725afefdba8	mastercard	Recurring	COMPLETED		03/07/2021		Transaction	6899	-0.35
5	03/07/2021 05:24 AM	Brown, Jenny		t1_txn_6044b7d1e725afefdba8	mastercard	Recurring	COMPLETED		03/07/2021		Transaction	6899	-1.09
6	03/04/2021 04:22 PM	Miller, Andrew	Brown, Jan	t1_txn_60415d8b4bf826e76d9f	visa	Card Present Processing	COMPLETED		03/04/2021		Default District Bank	6899	200.00
7	03/04/2021 04:22 PM	Miller, Andrew		t1_txn_60415d8b4bf826e76d9f	visa	Card Present Processing	COMPLETED		03/04/2021		FEES	6899	7.00
8	03/04/2021 04:22 PM	Miller, Andrew		t1_txn_60415d8b4bf826e76d9f	visa	Card Present Processing	COMPLETED		03/04/2021		Transaction	6899	-0.35
9	03/04/2021 04:22 PM	Miller, Andrew		t1_txn_60415d8b4bf826e76d9f	visa	Card Present Processing	COMPLETED		03/04/2021		Transaction	6899	-7.25
10	03/04/2021 04:01 PM	Walker, Karen	Lee, Chris	t1_txn_604158a255906fa90c3fc	amex	Card Present Processing	COMPLETED		03/04/2021		Default District Bank	6899	25.00
11	03/04/2021 04:01 PM	Walker, Karen		t1_txn_604158a255906fa90c3fc	amex	Card Present Processing	COMPLETED		03/04/2021		FEES	6899	0.88
12	03/04/2021 04:01 PM	Walker, Karen		t1_txn_604158a255906fa90c3fc	amex	Card Present Processing	COMPLETED		03/04/2021		Transaction	6899	-0.35
13	03/04/2021 04:01 PM	Walker, Karen		t1_txn_604158a255906fa90c3fc	amex	Card Present Processing	COMPLETED		03/04/2021		Transaction	6899	-1.20
14	03/04/2021 04:00 PM	Walker, Karen	Lee, Chris	t1_txn_6041587ad0ae1bb4808f	amex	Card Present Processing	COMPLETED		03/04/2021		Default District Bank	6899	25.00
15	03/04/2021 04:00 PM	Walker, Karen		t1_txn_6041587ad0ae1bb4808f	amex	Card Present Processing	COMPLETED		03/04/2021		FEES	6899	0.88
16	03/04/2021 04:00 PM	Walker, Karen		t1_txn_6041587ad0ae1bb4808f	amex	Card Present Processing	COMPLETED		03/04/2021		Transaction	6899	-0.35
17	03/04/2021 04:00 PM	Walker, Karen		t1_txn_6041587ad0ae1bb4808f	amex	Card Present Processing	COMPLETED		03/04/2021		Transaction	6899	-1.20
18	03/04/2021 03:59 PM	Walker, Karen	Lee, Chris	t1_txn_6041583383e6e9f112029	amex	Card Present Processing	COMPLETED		03/04/2021		Default District Bank	6899	50.00
19	03/04/2021 03:59 PM	Walker, Karen		t1_txn_6041583383e6e9f112029	amex	Card Present Processing	COMPLETED		03/04/2021		FEES	6899	1.75
20	03/04/2021 03:59 PM	Walker, Karen		t1_txn_6041583383e6e9f112029	amex	Card Present Processing	COMPLETED		03/04/2021		Transaction	6899	-0.35
21	03/04/2021 03:59 PM	Walker, Karen		t1_txn_6041583383e6e9f112029	amex	Card Present Processing	COMPLETED		03/04/2021		Transaction	6899	-2.41

Example Excel File

Previous Version

[Payments Reporter \[.2124 - .2227\]](#)