

Bank Reconciliation Tips

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Filter and Group Transactions in the Payments Report

The Payments Report allows you to check the status of a specific payments. Use the following table to create the templates you require for bank reconciliation.

Be sure to select **All Schools** if you need to look at the whole district.

To see...	View by...	Group by...	Example
deposits grouped by deposit request	Deposit Date	<ul style="list-style-type: none"> Deposit Request Reference 	
deposits by date and bank account	Deposit Date	<ul style="list-style-type: none"> Deposit Date Bank Account 	
deposits by date and bank account, then fund IDs for an accounting entry	Deposit Date	<ul style="list-style-type: none"> Deposit Date Bank Account Fund ID 	

To see...	View by...	Group by...	Example
all the deposits for the month and fund IDs that were affected	Deposit Date	<ul style="list-style-type: none"> Fund ID 	
all the payments for a single day	Payment Date	<ul style="list-style-type: none"> Payment Reference number 	
returned/declined payments	Payment Date	<ul style="list-style-type: none"> Return Date Payment Reference Number <div style="border: 1px solid gray; padding: 5px; margin-top: 10px; text-align: center;"> <p>Then filter on Payment Source = Failed Transactions</p> </div>	

Bank Reconciliation Report

If you are having trouble balancing to the exact deposit amount, try using the Bank Reconciliation report. The Bank Reconciliation report is part of the [Deposit Reporter](#). Use the Bank Reconciliation report to find the **Deposit Request Reference** number. The Deposit Request Reference number will help you identify all of the different parts that make up a single deposit.

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. The **Bank Reconciliation** separates the deposit into its different parts. 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.

	A	B	C	D	E	F	G	H
1	Request Date	Deposit Request Reference	Deposit Date	Deposit Reference	Acct #	Deposit State	Amount	Deposit Distribution Reference
2	5/22/2021	t1_pay_60a97c54ad139a5bc7f5ff2	5/26/2021	t1_dbm_60a97fcc567c4effb6f6464	402	COMPLETED	200	t1_drt_60ac25aa8a4c3ff05971e51
3	5/22/2021	t1_pay_60a97c54ad139a5bc7f5ff2	5/26/2021	t1_dbm_60a97fcc567c4effb6f6464	402	COMPLETED	100	t1_drt_60ac25ab31a92b0512e7546

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.
Payment Reference Number	This number is automatically generated by the payments platform and is a unique identifier for a specific transaction. 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.
Payment Method	Indicates what was used to make the payment; e.g., type of credit card or eCheck.

Column	Description
Payment Source	Identifies where the transaction occurred. <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	The current state of the transaction. See the Transaction Status topic for more information. <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.
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.

Column	Description
Deposit Amount	<p>The specific amount of money that constitutes the deposit.</p> <p>Tip: Turn the Show Full Value toggle to ON to see the Deposit Amount go to 5 decimal places.</p>

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	<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.
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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.						

Balance and Deposit Calculation - Video

Deposit Request Report

The Deposit Request Report provides a summary of the Deposit Request for a specific day 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 ID, 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. For more information, see the [Deposit Request Report](#) article.