

# Recurring Payments Report

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

[Important Information About This Tool](#) | [View the Payment Run History](#) | [Display Inactive Recurring Payments](#) | [Group Report by Specific Columns \(Grouping Options\)](#) | [Export an Excel File](#) | [Field Descriptions](#)

**Classic View:** System Administration > Payments > Recurring Payments Report

**Search Terms:** Recurring Payments Report

The Recurring Payments Reports provides the following information as of the current date:

- Summary view of all active recurring payments currently set up in Infinite Campus.
- Which recurring payments were not successful and the last time they were run.

What can I do?	What do I need to know?
<ul style="list-style-type: none"> <li>• <a href="#">Export the Report</a></li> <li>• <a href="#">Group Report by Specific Columns (Grouping Options)</a></li> <li>• <a href="#">View the Payment Run History</a></li> <li>• <a href="#">Display Inactive Recurring Payments</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Important Information About This Tool</a></li> <li>• <a href="#">Field Descriptions</a></li> </ul>

**Recurring Payments Report** ☆

Fees > Reports > Recurring Payments Report

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**Recurring Payment Run History** +

Display Inactive Recurring Payments

OFF

[Export](#) Select Columns: ☰

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

Payer Name	Student/Staff Name ↑	Type	Start Date	End Date	Frequency	Amount	Last Run Date	Last Run Status
			month/day/year 📅	month/day/year 📅			month/day/year 📅	
Smith, Tina	Smith, Joe	Food Service	03/20/2020	06/30/2020	Weekly	\$25.00	04/03/2020	Successful
Smith, Tina	Smith, Amy	Food Service	03/20/2020	07/31/2020	Monthly	\$100.00	03/20/2020	Successful
Smith, Tina	Smith, Amy	BN Recurring Fee Test	01/25/2020	10/31/2020	Monthly	\$50.00	03/25/2020	Successful
Smith, Tina	Smith, Lisa	BN Recurring Fee Test	03/25/2020	07/25/2020	Semi-Monthly	\$62.50	04/01/2020	Successful
Smith, Tina	Smith, Lisa	Food Service	03/20/2020	06/30/2020	Semi-Monthly	\$50.00	04/01/2020	Successful
Smith, Tina	Smith, Pete	Food Service	03/24/2020	06/30/2020	Low Balance	\$50.00	03/27/2020	Successful
Thompson, Brian	Thompson, Brian	Food Service	03/20/2020	07/31/2020	Semi-Monthly	\$50.00	04/01/2020	Successful

1 - 7 of 7 items

## Important Information About This Tool

- This report includes the days and times when recurring payments processed successfully. One week of history displays in the Payment Run History.
- A missing date in the [Payment Run History](#), at the top of the screen, indicates the Recurring Payments were not processed that day. When this occurs, contact Campus Support.
- A missing date in the **Last Run Date** column indicates the payment has not processed. When

this occurs and the Start Date for the payment has passed, contact Campus Support. If the Start Date has not been reached, the Last Run Date will be empty.

## View the Payment Run History

Expand the Recurring Payment Run History to view the days and times when recurring payments processed successfully. One week of history displays.

A missing date indicates the Recurring Payments were not processed that day. When this occurs, contact Campus Support.

Recurring Payments Report

Recurring Payment Run History -

- 01/22/2020 5:59 AM
- 01/21/2020 10:45 AM
- 01/20/2020 9:47 AM
- 01/20/2020 9:41 AM
- 01/16/2020 5:59 AM

Display Inactive Recurring Payments

OFF

Export Select Columns: ☰

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

Payer Name	Student/Staff ...	Type	Start Date	End Date	Frequency	Amount	Last Run Date	Last Run Status
			mont ...	mont ...			mont ...	

## Display Inactive Recurring Payments

A recurring payment becomes inactive when it reaches its End Date or when the portal user deletes the payment. To display inactive recurring payments, switch the **Display Inactive Recurring Payments** toggle to **ON**.

Inactive Recurring Payments do not display in Campus Parent or Campus Student.

Recurring Payments Report

Recurring Payment Run History

Display Inactive Recurring Payments

Export

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

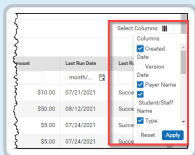
Payer Name	Student/Staff Name ↑	Type	Start Date	End Date
Smith			month/day/year	month/day/year
Smith, Ruth	Smith, Sammy	Food Service <b>DELETED</b>	06/15/2021	08/31/2021
Smith, Ruth	Smith, Sammy	Gifted Music Program <b>INACTIVE</b>	06/15/2021	09/01/2021

*Example Inactive Payment*

## 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.

**Tip:** Use the **Select Columns** tool to add or remove columns from the report.



Recurring Payments Report

Recurring Payment Run History +

Display Inactive Recurring Payments  OFF

Select Columns: |||

↑ Last Run Status X

Payer Name	Student/Staff Name...	Type	Start Date	End Date	Frequency	Amount	Last Run Date	Last Run Status
▼ Last Run Status: Canceled								
Brown, Vernon	Brown, Sarafina	Food Service	01/22/2020	06/22/2020	Low Balance	\$25.00	01/22/2020	Canceled
Smith, George	Hill, David	Food Service	01/17/2020	09/20/2020	Low Balance	\$15.00	01/22/2020	Canceled
Owens, Amy	Vaughn, Jill	Food Service	01/17/2020	06/30/2020	Low Balance	\$50.00	01/22/2020	Canceled
▼ Last Run Status: Successful								
Brown, Lisa	Brown, Lisa	Food Service	01/17/2020	06/30/2020	Monthly	\$100.00	01/20/2020	Successful
Smith, George	Hill, Ashlyn	Food Service	01/17/2020	01/27/2020	Monthly	\$100.00	01/20/2020	Successful
Frost, Abbey	Joseph, Tyler	Food Service	01/20/2020	08/20/2021	Low Balance	\$100.00	01/20/2020	Successful

## Export an Excel File

Click the **Export** button at the top of the screen to create an Excel file. The Excel file only includes columns currently displayed on the screen and preserves the [grouping options](#).

	A	B	C	D	E	F	G	H	I	J
1	Payer Name	Student/Staff Name	Type	Start Date	End Date	Frequency	Amount	Last Run Date	Last Run Status	
2	Last Run Status: Successful									
3	Brown, Lisa	Brown, Lisa	Food Service	01/17/2020	06/30/2020	Monthly	100.00	01/20/2020	Successful	
4	Anderson, Vernon	Anderson, Sara	Food Service	01/22/2020	06/22/2020	Low Balance	25.00	01/23/2020	Successful	
5	Smith, George	Hill, Ashlyn	Food Service	01/17/2020	01/27/2020	Monthly	100.00	01/20/2020	Successful	
6	Smith, George	Hill, Ashlyn	Senior France trip	01/20/2020	05/20/2021	Monthly	294.12	01/20/2020	Successful	
7	Smith, George	Hill, Tucker	District Fee	01/17/2020	09/17/2020	Monthly	11.11	01/20/2020	Successful	
8	Smith, George	Hill, Tucker	Food Service	01/17/2020	09/20/2020	Low Balance	15.00	01/23/2020	Successful	
9	Frost, Ella	Joseph, Ivan	Food Service	01/20/2020	08/20/2021	Low Balance	100.00	01/20/2020	Successful	
10	Owens, Anne	Owens, Emerald	Senior France trip	01/17/2020	06/30/2020	Monthly	800.00	01/20/2020	Successful	
11	Owens, Anne	Vaughn, Kadynce	Food Service	01/17/2020	06/30/2020	Low Balance	50.00	01/23/2020	Successful	
12	Last Run Status: Canceled									
13	Anderson, Vernon	Anderson, Sara	District Fee	01/22/2020	04/22/2020	Monthly	25.00	01/22/2020	Canceled	

Example Exported Report

## Field Descriptions

▶ [Click here to expand...](#)

Field	Description
<b>Created Date</b>	The date and time on which the recurring payment was originally saved.
<b>Version Date</b>	The date and time on which the recurring payment was modified and saved.
<b>Payer Name</b>	The name of the person who made the payment.
<b>Student/Staff</b>	The person to whom the Food Service account or Fee balance

Student/Staff Field Name	The person to whom the Food Service account or Fee belongs. Description
<b>Type</b>	Identifies whether the payment is for a Fee or for a Food Service deposit.
<b>Recurring Payment Status</b>	<p>The Recurring Payment Status column displays the following statuses.</p> <ul style="list-style-type: none"> <li>• <b>Active</b> - Indicates the recurring payment is in use. This status is also given to recurring payments scheduled to start on a future date.</li> <li>• <b>Inactivated</b> - Indicates the recurring payment was replaced with a new recurring payment by a parent or student using the portal. (Records created before Campus.2136 display as <b>Inactive</b>.)</li> <li>• <b>Deleted</b> - Indicates the recurring payment was deleted.</li> <li>• <b>Expired</b> - Indicates the recurring payment reached its End Date or was completely paid prior to the End Date. If a fee is completely paid prior to the End Date, the payment continues to process but the amount taken is zero.</li> </ul>
<b>Start Date</b>	The day, set up by the payer, on which the recurring payment starts.
<b>End Date</b>	The day, set up by the payer, on which the recurring payment ends.
<b>Frequency</b>	Identifies whether the payment is made once a month or when a Food Service account reaches a low balance.
<b>Low Balance</b>	The Low Balance Amount entered on the portal for Food Service accounts. When the account reaches this value, Campus automatically adds money to the patron's Food Service account.
<b>Amount</b>	The amount of the recurring payment. This amount does NOT include the Service Fee.
<b>Last Run Date</b>	<p>The most recent date on which the recurring payment process ran successfully.</p> <p>A missing date in the <b>Last Run Date</b> column indicates the payment has not processed. When this occurs and Start Date for the payment has passed, contact Campus Support. If the Start Date has not been reached, the Last Run Date will be empty.</p>
<b>Last Run Status</b>	<p>Identifies whether the most recent payment was successful. This field displays the following statuses.</p> <ul style="list-style-type: none"> <li>• <b>Cancelled</b>. Indicates there was a problem with the payer's credit card and payment was not completed.</li> <li>• <b>Successful</b>. The payment completed.</li> <li>• <b>Failed</b>. The payment failed to process and was not sent to the payment platform. When this occurs, contact Campus Support.</li> <li>• <b>Skipped</b>. This occurs if Recurring payments was turned off.</li> </ul>
<b>Payment Method</b>	The payment method used and the last 4 digits of the account number.
<b>Email Address</b>	The email address entered on the portal for the receipt.

