Fund Accounts

Documentation

Important Information about this Tool | Add a Fund Account | Edit a Fund Account | Inactivate a Fund Account | Print the Payment Fund Account Report

Classic View: System Administration > Payments > Payments Setup > Fund Accounts

Search Terms: Payments Setup

Fund Accounts identify which bank account is used for each fee and/or School Store product.

What can I do?	What do I need to know?
• Add a Fund Account • Edit a Fund Account • Inactivate a Fund Account • Print the Payment Fund Account Report	• Important Information about this Tool

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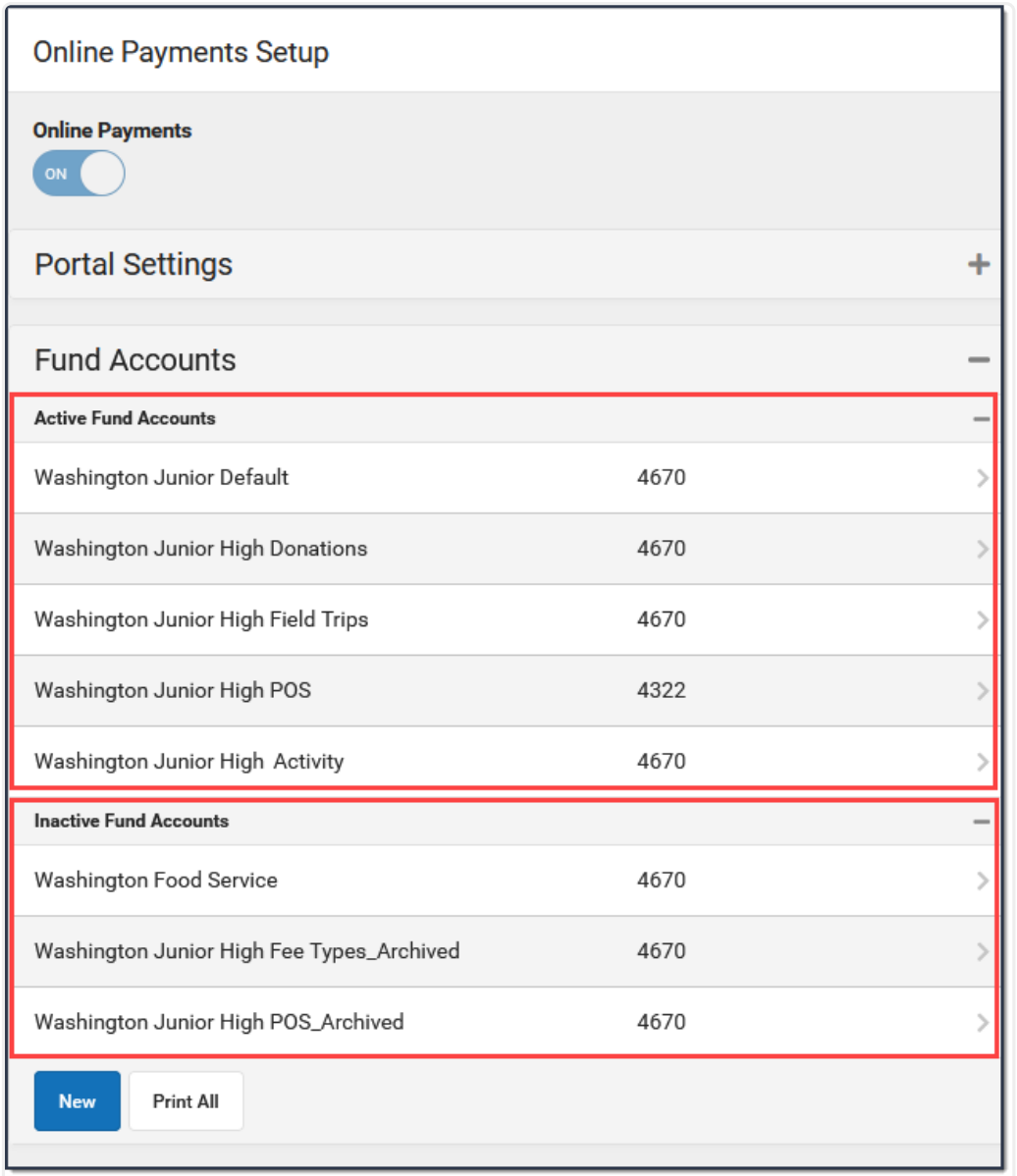

Example Fund Accounts

Important Information about this Tool

- Once a Fund Account is made inactive, it cannot be made active again.
- When a Bank Account is inactivated, Campus inactivates all Fund Accounts associated with the Bank Account.
- A Fund Account cannot be deleted if transactions were made using that Fund Account.
- One Bank Account can be used for multiple Fund Accounts. This feature allows your district to segregate payment categories such as Food Service or Fee/Fee Types within the same Bank Account.
- The following characters cannot be used in the Fund ID: **> < * “ % + = ^ [ ]**
- When you change a Fund ID name and/or Bank Account ID, Campus creates an inactive copy of the original Fund Account and names it by appending "Archived" to the original name; e.g,"FundName_Archived." Campus reporting uses "FundName_Archived" for past transactions and uses the new Fund ID name for new transactions.

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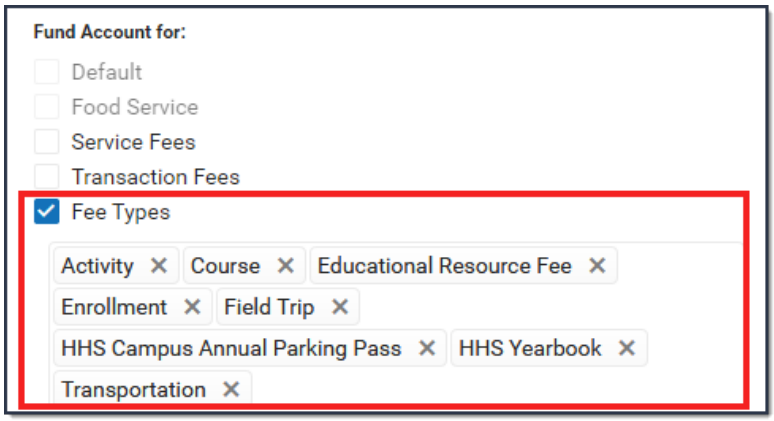
Fund Account Types

Type	Description
Default	You can set up a default Fund Account for the District and at each school. The default Fund Account is used when a fee or payable service is paid and a Fund Account is not set up for the fee or payable service. Campus first looks for the Fee's Fund Account then Campus looks for the school's Default Fund Account. If the school does not have a Default Fund Account, Campus uses the District's Default Fund Account.
Food Service	All food service transactions are deposited to this bank account. If your district uses Household Food Service accounts, only set up one Food Service Fund account. This allows Campus to identify the correct Fund Account when there are multiple enrollments associated with an account.
Service Fees	All service fees are deposited to this bank account.
Transaction Fees	All transaction fees are deposited to this bank account.
Fee Types	This option allows you to indicate which fees and services are deposited into the selected bank account. A list of Fee Types display below the Fee Types checkbox when it is marked. Fee Types are created and modified in the Fee Type dictionary in the Core Attribute Dictionary. Fee Types are assigned to Fees and Fund Accounts. Once a Fee Type is selected for a Fund Account, you cannot select the same Fee Type for a second Fund Account at the same school.  Optional Fees associated with a student's enrollment in a future calendar do not display in Campus Parent or Campus Student.

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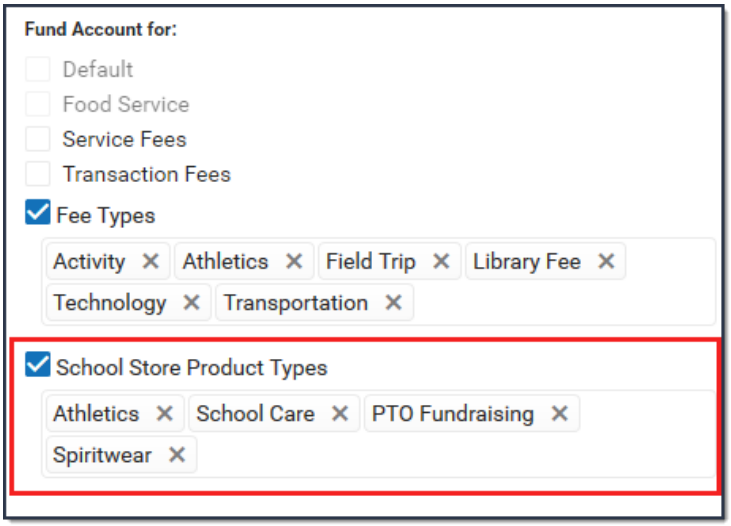
Type	Description
School Store Product Types	This option allows you to indicate which Fund Accounts are used for items purchased in the School Store. 

Add a Fund Account

When setting up a school's Fund Account, verify the correct school is selected in the **School** dropdown list in the Campus toolbar before you begin.

For District Fund Accounts, select *All Schools* in the **School** dropdown list.

1. Click the New button.
   Result
   The Fund Account panel displays and the **Active** checkbox is automatically selected.

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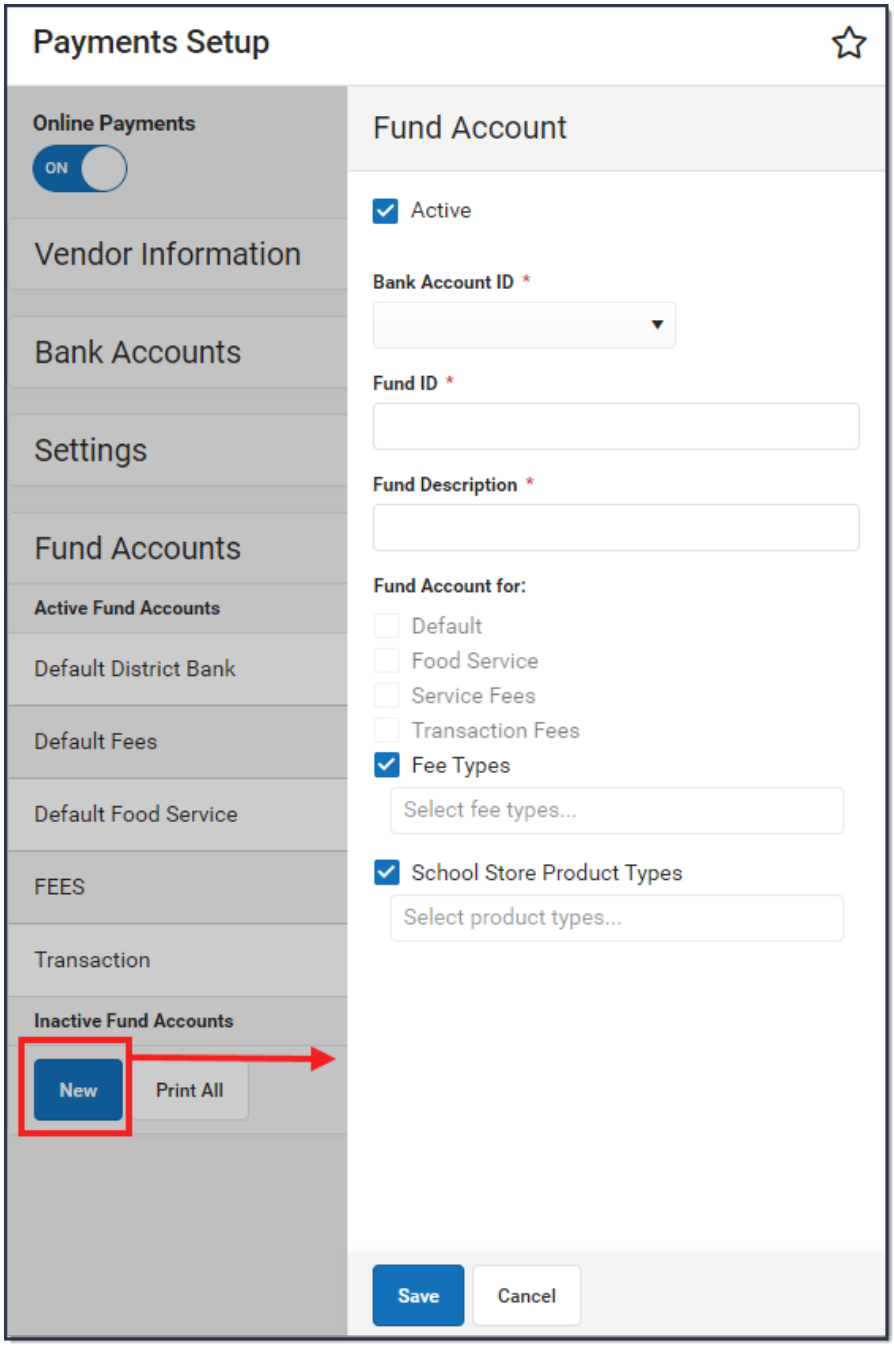

2. Select the **Bank Account ID**.
3. Enter a unique **FUND ID** to identify the Fund Account. *(50 characters max)*

   The following characters are not permitted: **> < * “ % + = ^ [ ]**

   FUND IDs **must** be unique. You cannot use the same FUND ID at different schools.

4. Enter a unique **Fund Description**.

   The field only allows 120 characters and cannot include trailing spaces.

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Campus automatically uses the Fund ID as the Fund Description, but you can change the Fund Description to suit your district's needs. This field is informational only and can optionally display in the Payments Reporter.

5. Mark one of the following checkboxes:
   - **Default**
   - **Food Service**
   - **Service Fees**
   - **Transaction Fees**
   - **Fee Type** - Also select the Fees you want to include.
   - **School Store Product Types** - Also select the Product Types you want to include.
6. Click the Save button.

Edit a Fund Account

You can change any field on the Fund Account except for the **Default** checkbox.

See the Important Information about This Tool topic in this tool for detailed information about editing Fund Accounts.

1. Expand the *Active Fund Accounts* area by clicking the + .
2. Select the Fund Account you want to edit.
   Result
   The Fund Accounts panel displays.
3. Make the necessary changes then click **Save**.

Inactivate a Fund Account

Caution
This action cannot be undone. Once a Fund Account is inactive, it cannot be made active again.

1. Expand the Fund Accounts area by clicking the + .
2. Select the Fund Account you want to inactivate.
   Result
   The Fund Accounts panel displays.
3. Clear the **Active** checkbox.
4. Click the Save button.

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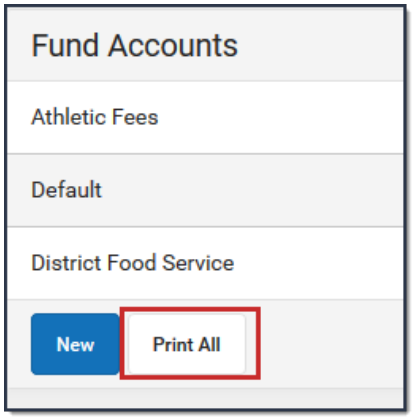
Print the Payment Fund Account Report

The Payment Fund Account Report provides comprehensive information about all of the Fund Accounts you have set up in the district or all of the Fund Accounts set up for a specific school. When **All Schools** is selected in the Campus toolbar, information for all schools in the district reports. Otherwise, the report is limited to the Fund Accounts set up for the specific school selected in the toolbar.

To print the PDF report, click the **Print All** button.



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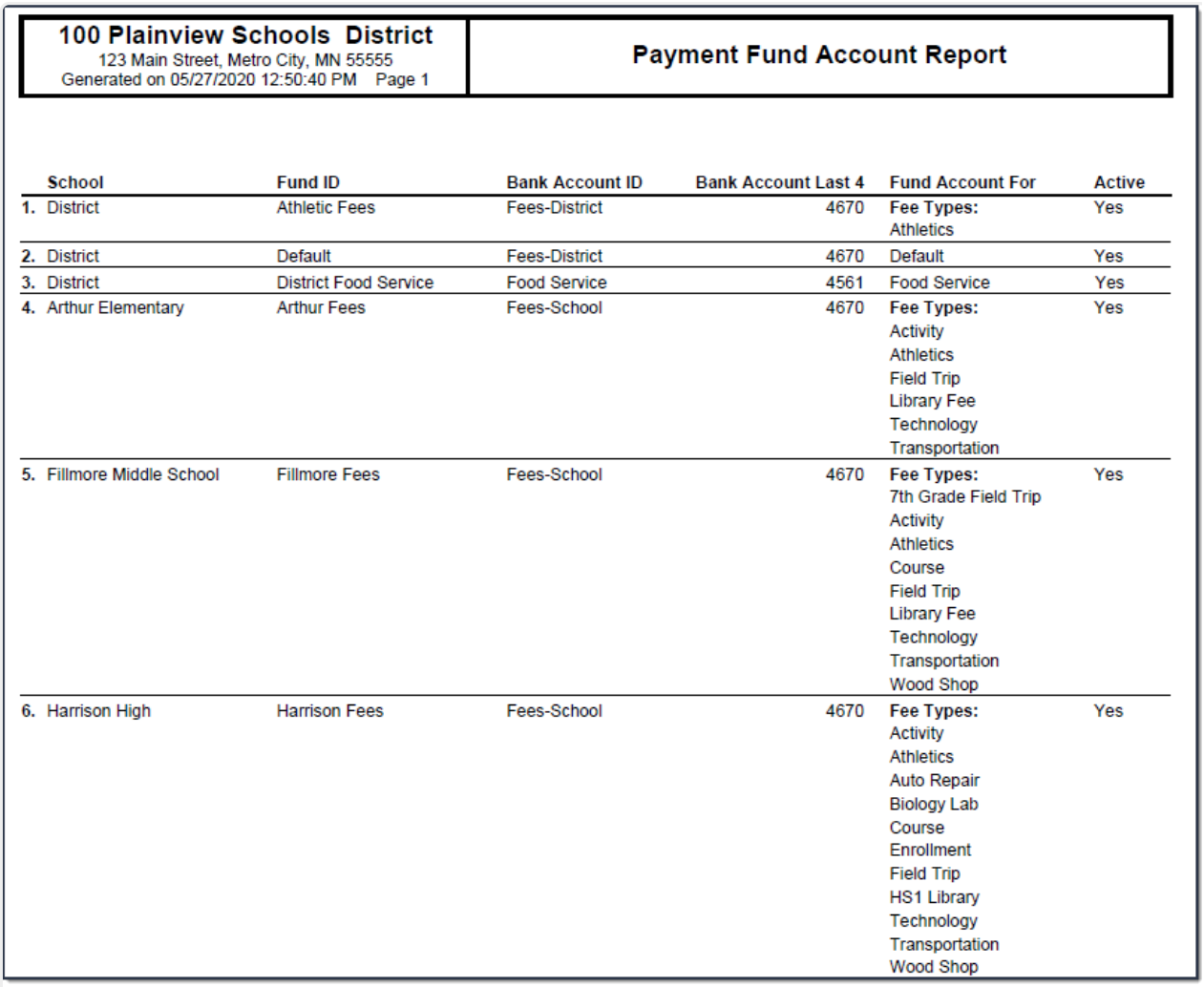

100 Plainview Schools District
123 Main Street, Metro City, MN 55555
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Payment Fund Account Report

	School	Fund ID	Bank Account ID	Bank Account Last 4	Fund Account For	Active
1.	District	Athletic Fees	Fees-District	4670	**Fee Types:** Athletics	Yes
2.	District	Default	Fees-District	4670	Default	Yes
3.	District	District Food Service	Food Service	4561	Food Service	Yes
4.	Arthur Elementary	Arthur Fees	Fees-School	4670	**Fee Types:** Activity Athletics Field Trip Library Fee Technology Transportation	Yes
5.	Fillmore Middle School	Fillmore Fees	Fees-School	4670	**Fee Types:** 7th Grade Field Trip Activity Athletics Course Field Trip Library Fee Technology Transportation Wood Shop	Yes
6.	Harrison High	Harrison Fees	Fees-School	4670	**Fee Types:** Activity Athletics Auto Repair Biology Lab Course Enrollment Field Trip HS1 Library Technology Transportation Wood Shop	Yes

Example Payment Fund Account Report

Video

The payments for specific fees and/or services can be assigned to particular fund accounts using the Fund Accounts tool.

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