

Recurring Payments Report

Last Modified on 03/15/2024 3:57 pm 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

Tool Search: 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?
 Export the Report Group Report by Specific Columns (Grouping Options) View the Payment Run History Display Inactive Recurring Payments 	 Important Information About This Tool Field Descriptions

Base Series Seri	Last Run Date Last Run Status month/day/year I x0./03/2020 Successful \$25.00 03/20/2020 Successful \$10.00 03/20/2020 Successful \$25.00 03/25/2020 Successful \$25.00 03/25/2020 Successful
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Image: Market	month/day/year Image: Comparison of the state of the sta
Smith, Tina Smith, Joe Food Service 03/20/2020 06/30/2020 Weekly \$\$25.00 04/03/2020 Smith, Tina Smith, Amy Food Service 03/20/2020 07/31/2020 Monthly \$\$100.00 03/20/2020 Smith, Tina Smith, Amy BN Recurring Fee Test 01/25/2020 10/31/2020 Monthly \$\$100.00 03/25/2020 Smith, Tina Smith, Lisa BN Recurring Fee Test 03/25/2020 07/25/2020 Semi-Monthly \$\$65.00 04/01/2020	\$25.00 04/03/2020 Successful \$100.00 03/20/2020 Successful \$50.00 03/25/2020 Successful \$62.50 04/01/2020 Successful
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Mnth, Tina Smith, Amy BN Recurring Fee Test 0/25/2020 10/31/2020 Monthly \$50.00 0.3/25/2020 mith, Tina Smith, Lisa BN Recurring Fee Test 0/3/25/2020 0/25/2020 Semi-Monthly \$62.50 0/0/1/2020	\$50.00 03/25/2020 Successful \$62.50 04/01/2020 Successful
mith, Tina Smith, Lisa BN Recurring Fee Test 03/25/2020 07/25/2020 Semi-Monthly \$62.50 04/01/2020	\$62.50 04/01/2020 Successful
mith, Tina Smith, Lisa Food Service 03/20/2020 06/30/2020 Semi-Monthly \$50.00 04/01/2020	\$50.00 04/01/2020 Successful
mith, Tina Smith, Pete Food Service 03/24/2020 06/30/2020 Low Balance \$50.00 03/27/2020	\$50.00 03/27/2020 Successful
hompson, Brian Thompson, Brian Food Service 03/20/2020 07/31/2020 Semi-Monthly \$50.00 04/01/2020	\$50.00 04/01/2020 Successful

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 Payn	nents Report							
Recurring Payment Run History -								
- 01/22/202	0.5.50 AM							
• 01/22/202 • 01/21/202	0 5:59 AM							
• 01/20/202	20 9:47 AM							
• 01/20/202	0 9:41 AM							
• 01/16/202	0 5:59 AM							
Display Inactive Recur	ring Payments							
OFF								
Select Columns:								
Drag a column header and drop it here to group by that column								
Payer Name	Student/Staff	Туре	Start Date	End Date	Frequency	Amount	Last Run Date	Last Run Status
			mont 苗	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.

finite (Campus					
Recurring Payments R	leport				
Recurring Payment	Run History				
Display Inactive Recurring Payments					
Drag a column header and drop it here to group by that column					
Payer Name	Student/Staff Name ↑	Туре	Start Date	End Date	
Smith 🏌			month/day/year	month/day/year	
Smith, Ruth	Smith, Sammy	Food Service DELETED	06/15/2021	08/31/2021	
Smith, Ruth	Smith, Sammy	Gifted Music Program (INACTIVE)	06/15/2021	09/01/2021	

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.

2		Select Columns:
gount.	Last Run Date	Created Date Last R: Version
ę.	month/ 😭	Date
\$ \$10.00	07/21/2021	Succe
\$50.00	08/12/2021	Succe Name
\$ \$5.00	07/24/2021	Succe Type
\$ 85.00	07/24/2021	Reset Apply

urring Payments	s Report							
ecurring Payme	ent Run History							
ay Inactive Recurring Pa	yments							
Export Last Run Status X	1							Select Column
Payer Name	Student/Staff Name	Туре	Start Date	End Date	Frequency	Amount	Last Run Date	Last Run Status
		food service 🕅	month/day/ 🛅	month/day/ 🛅			month/day/ 🛅	
ant Dum Status: Com	celed							
Last Run Status: Can			01/00/0000	06/22/2020	Low Balance	\$25.00	01/22/2020	Canceled
Brown, Vernon	Brown, Sarafina	Food Service	01/22/2020	00/22/2020	Low Dalarice	Q20.00		
Brown, Vernon Smith, George	Brown, Sarafina Hill, David	Food Service Food Service	01/22/2020	09/20/2020	Low Balance	\$15.00	01/22/2020	Canceled
Brown, Vernon Smith, George Owens, Amy	Brown, Sarafina Hill, David Vaughn, Jill	Food Service Food Service Food Service	01/22/2020	09/20/2020 06/30/2020	Low Balance	\$15.00	01/22/2020 01/22/2020	Canceled Canceled
Brown, Vernon Smith, George Owens, Amy Last Run Status: Suc	Brown, Sarafina Hill, David Vaughn, Jill cessful	Food Service Food Service Food Service	01/12/2020 01/17/2020 01/17/2020	09/20/2020 06/30/2020	Low Balance Low Balance	\$15.00 \$50.00	01/22/2020 01/22/2020	Canceled Canceled
Brown, Vernon Smith, George Owens, Amy .ast Run Status: Suc Brown, Lisa	Brown, Sarafina Hill, David Vaughn, Jill Cessful Brown, Lisa	Food Service Food Service Food Service Food Service	01/17/2020 01/17/2020 01/17/2020	06/30/2020 06/30/2020	Low Balance Low Balance Monthly	\$15.00 \$50.00 \$100.00	01/22/2020 01/22/2020 01/20/2020	Canceled Canceled Successful
Brown, Vernon Smith, George Owens, Amy Last Run Status: Suc Brown, Lisa Smith, George	Brown, Sarafina Hill, David Vaughn, Jill Brown, Lisa Hill, Ashlyn	Food Service Food Service Food Service Food Service Food Service	01/17/2020 01/17/2020 01/17/2020 01/17/2020 01/17/2020	06/30/2020 06/30/2020 06/30/2020	Low Balance Low Balance Monthly Monthly	\$100.00 \$100.00	01/22/2020 01/22/2020 01/20/2020 01/20/2020	Canceled Canceled Successful 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.

	А	В	С	D	E	F	G	Н	l. I	J
1		Payer Name	Student/Staff Name	Туре	Start Date	End Date	Frequency	Amount	Last Run Date	Last Run Status
2	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, Vernor	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	La	st Run Status: Cano	eled							
13		Anderson, Verno	Anderson, Sara	District Fee	01/22/2020	04/22/2020	Monthly	25.00	01/22/2020	Canceled

Field Descriptions

Click here to expand...

Infinite Campus

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

Eield Type	Description Identifies whether the payment is for a Fee or for a Food Service deposit.
Recurring Payment Status	 The Recurring Payment Status column displays the following statuses. Active - Indicates the recurring payment is in use. This status is also given to recurring payments scheduled to start on a future date. Inactivated - 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 Inactive.) Deleted - Indicates the recurring payment was deleted. Expired - 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.
Start Date	The day, set up by the payer, on which the recurring payment starts.
End Date	The day, set up by the payer, on which the recurring payment ends.
Frequency	Identifies whether the payment is made once a month or when a Food Service account reaches a low balance.
Low Balance	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.
Amount	The amount of the recurring payment. This amount does NOT include the Service Fee.
Last Run Date	The most recent date on which the recurring payment process ran successfully. A missing date in the Last Run Date 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.
Last Run Status	 Identifies whether the most recent payment was successful. This field displays the following statuses. Cancelled. Indicates there was a problem with the payer's credit card and payment was not completed. Successful. The payment completed. Failed. The payment failed to process and was not sent to the payment platform. When this occurs, contact Campus Support. Skipped. This occurs if Recurring payments was turned off.
Payment Method	The payment method used and the last 4 digits of the account number.
Email Address	The email address entered on the portal for the receipt.