Getting Started with Payments

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Setting up Online Payments | Reporting Payment Information

The information in this article is for Campus Payments customers **ONLY**.
If you are not currently a Campus Payments customer, please contact Sales or your Client Relationship Manager.

Tool Search: Payments

The Payments application includes tools for setting up online Payments and reporting payment information. If your district is new to Campus Payments, use the checklist on this page to get started.

Setting up Online Payments

Done	Task	Description
☐	1	Complete the Merchant Signup form. See the following links for more information. **Public Schools** • Merchant Agreement Public Schools – Signup • Merchant Agreement Public Schools – Documentation • Merchant Agreement Public Schools – Video **Private Schools** • Merchant Agreement Private Schools – Signup • Merchant Agreement Private Schools – Documentation • Merchant Agreement Private Schools – Video If you have any questions about the Merchant Signup, please contact Sales or your Client Relationship Manager.

Done	Task	Description
☐	2	If any of your district's bank accounts are configured to disallow funds from being withdrawn, please contact your bank to allow for money to be both deposited *and* debited from your accounts. Your bank may request a unique identifier (referred to as a Funding ID or Company/Customer ID) from Payrix to allow for funds to be debited. If so, please share the following IDs with your bank: • **1043575881**- Settlement and Billing for eCheck • **1310281170**- Settlement and Billing for Card Please note that after beginning to process payments following the migration, if your district's first deposit is a negative dollar amount (seen within System Administration > Payments > Deposit Reporter), that negative deposit must first complete before any subsequent deposits can complete. Negative deposits take about 5 business days to complete.
☐	3	Copy the Merchant ID you received during the implementation process. You need your Merchant ID to set up district credentials in the Payments Setup tool.
☐	4	Use the Payments Setup tool to configure online payments. Payments Setup must be done in the following order and must be done before Payments is turned on. 1. Vendor Information 2. Bank Accounts 3. Settings 4. Fund Accounts
	5	Turn on online payments.

Reporting Payment Information

Report	Topic
Payments Reporter	Review transactions that were completed through the online payment process, check the status of a specific payment, and issue refunds.
Recurring Payments Report	Review a summary of all active recurring payments and identify which recurring payments were not successful.
Deposit Reporter	Check the status of deposits made into your district's or school's bank accounts.