# Deposit Report (Food Service)

Last Modified on 12/14/2025 8:45 pm CST

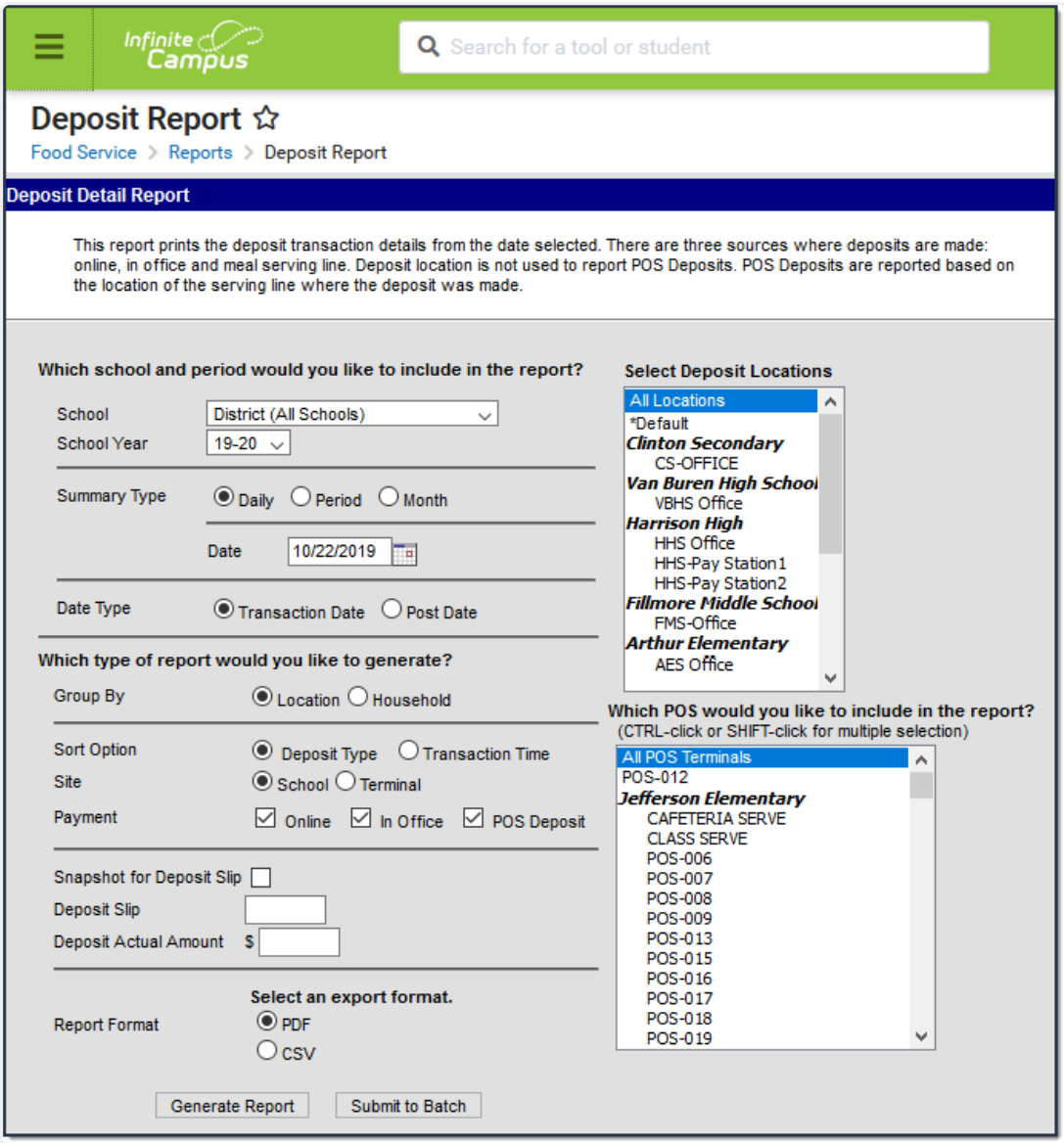
Field Descriptions (Deposit Report) | Analyzing Report Results

**This functionality is only available to districts that have purchased Campus Point of Sale as add-on functionality.**

**Classic View**: Point of Sale > Reports > Deposit Report

**Search Terms**: Deposit Report

| What do I need to know? |
| --- |
| The report editor fields have a significant impact on report results. See the following topics for detailed information about each field.<br>• School and Period Options<br>• Grouping and Sorting Options<br>• Deposit Slip Options<br>• Report Format Options |



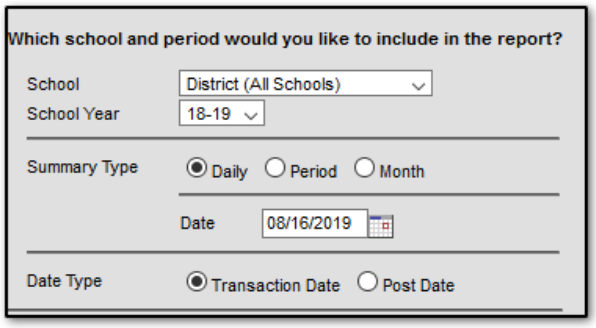

*Deposit Report Editor*

# Field Descriptions (Deposit Report)

The following sections explain how the report editor fields impact report results.

## School and Period Options

Parameters define the scope of the report, per the **Which school and period would you like to include in the report?** section.

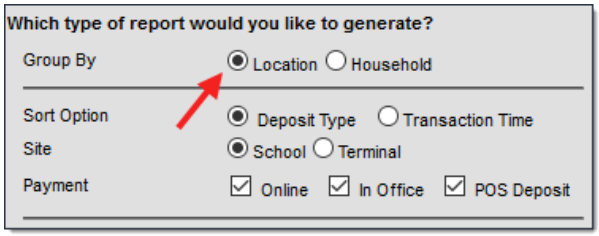


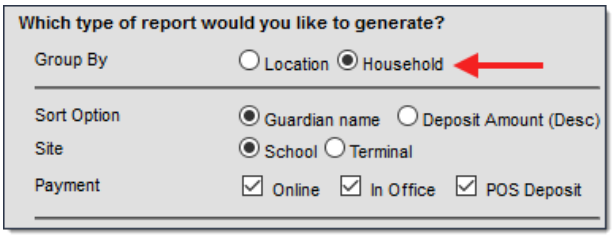

*Selecting Parameters*

| Field | Description |
|---|---|
| **School** | The school (or all schools in the district) for which the report results should be generated. The default value for this field is the school currently selected in the Campus toolbar.<br>When you select a specific school, Campus limits the Deposit Locations for In Office Payments and the POS Terminals for POS Deposits to the locations and terminals available at the selected school.<br><br>When you select the Online payment option on the editor, the Deposit Report includes Online Payments for ALL schools regardless of the School selected in the School field. |
| **School Year** | The school year for which the report results should be generated. The default value for this field is the Year currently selected in the Campus toolbar. |
| **Summary Type** | These options allow the user to specify the date parameter(s) of the transactions returned in the report results:<br>• **Daily** - Deposits occurring on a specified date. When this option is selected, a **Date** field will appear.<br>• **Period** - Deposits occurring within a date range will be returned by the report. When this option is selected, a **Start Date** and an **End Date** field will appear.<br>• **Month** - Deposits occurring within the selected month will be returned by the report. When this option is selected, a **Month** field will appear. |
| **Date Type** | These options allow the user to choose the sorting method of deposit transactions in the report results:<br>• **Transaction Date** - When this option is selected, the deposit transactions will be sorted by the date on which they occurred.<br>• **Post Date**- When this option is selected, the deposit transactions will be sorted by the date on which they posted to the Campus server.<br><br>The Transaction Date and Post Date are often the same; however, differences occur if the network is interrupted before all transactions can be posted. In this event, the transaction messages are stored in a queue until the network is reconnected and the messages can be processed. |

# Grouping and Sorting Options

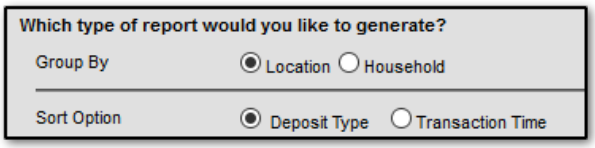
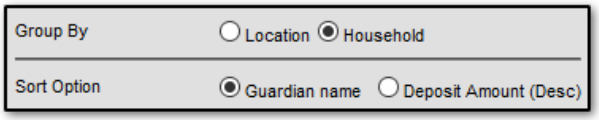
Grouping and sorting options define how the deposits display on the report, per the **Which type of report would you like to generate?** section.



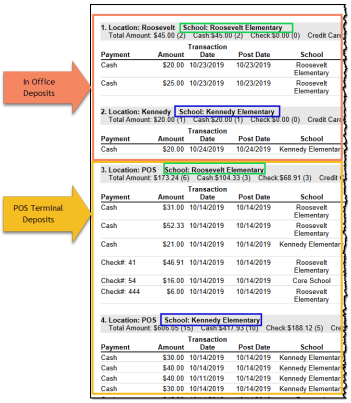
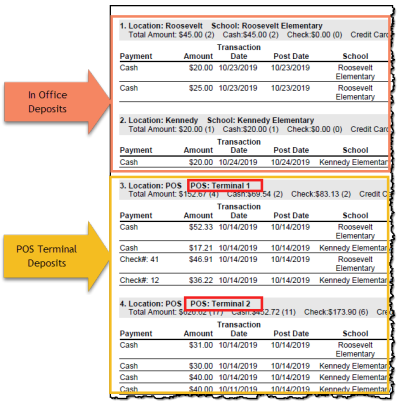



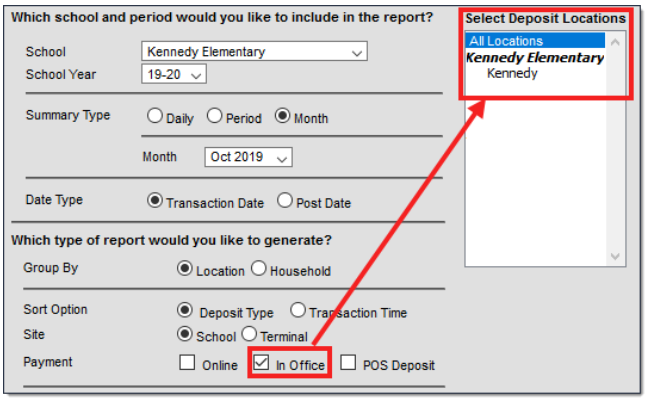
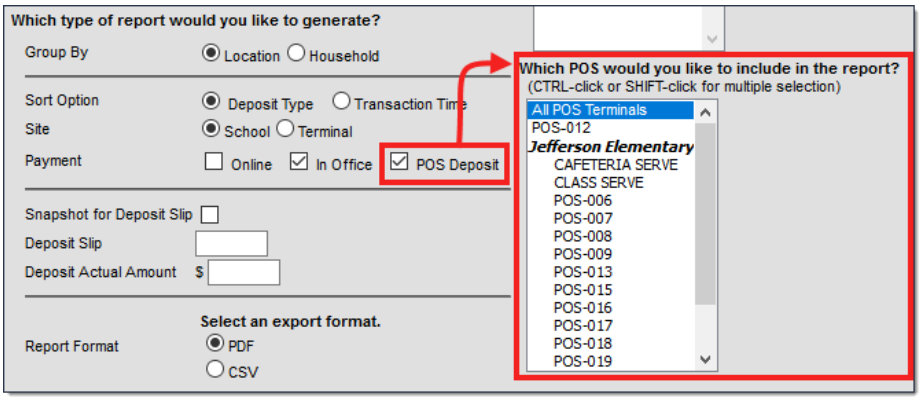

| Field | Description |
|---|---|
| **Group By** | The option you select here determines how deposits are grouped on the report.<br>• When Location is selected, transactions are grouped by the location at which they were made.<br>• When Household is selected, transactions are grouped by the household who made the deposit.<br><br>**Option** — **Transactions are grouped by...**<br>**Location** — the location at which they were made.<br>**Household** — the household to which they were made. |

| Field | Description |
|---|---|
| **Sort Option** | Depending on the option selected in the **Group By** area, different fields for sorting the report results display in the **Sort Option** field. |

| When... | These options appear as the available sorting methods... |
|---|---|
| **Location** is chosen in the Group By area | • **Deposit Type** - When this option is selected, the deposit transactions are sorted by the type of deposit (i.e., cash, check, credit card).<br>• **Transaction Time** - When this option is selected, the deposit transactions are sorted by the day on which they occurred.<br>  |
| **Household** is chosen in the Group By area | • **Guardian Name** - When this options is selected, the deposit transactions are sorted by the guardian of the household for which they were made.<br>• **Deposit Amount (Desc)** - When this option is selected, the deposit transactions are sorted by the amount of the deposit, from the largest to the smallest amount.<br>  |

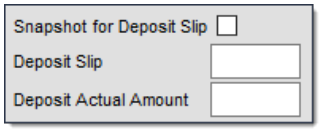
| Field | Description |
|---|---|
| **Site** | The option you select here determines how POS Terminal deposits are grouped beneath each **Location**. This option does NOT affect the report when it is grouped by Household.<br><br>In Office deposits are always grouped by deposit location. |

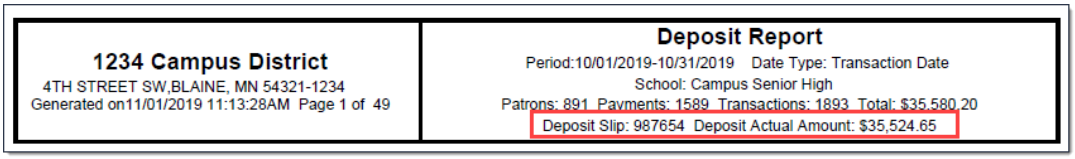
| When... | Then... | Example |
|---|---|---|
| **School** is selected | deposits are grouped by school. |  |
| **Terminal** is selected | deposits are grouped by POS terminal.<br>If multiple schools are assigned to the same application and terminal, you can see all deposits made on the terminal you select regardless of where the students are enrolled by selecting District (All Schools) in the School dropdown list. |  |

| Field | Description |
|---|---|
| **Payment** | Payment options allow you to specify the type of deposit transactions to be included in the report results.<br>• **Online** - When this checkbox is marked, transactions made online, through the My Cart tool, are included in the report results. This only applies in districts where the Payments feature is enabled.<br><br>When you select this option, the Deposit Report includes Online Payments for ALL schools regardless of the School selected in the School field.<br>• **In Office** - When this checkbox is marked, transactions made at a location selected in the Select Deposit Locations area are included in the report results. The option to select Deposit Locations only displays when In Office is marked. Campus assigns the deposit location when you manually enter the deposit.<br>  <br><br>• **POS Deposit** - When this checkbox is marked, cash or check deposits made at a Point of Sale terminal are included in the report results. The option to select terminals only displays when POS Deposit is marked.<br><br>Campus limits the POS terminals available for selection to the terminals that are available at the School selected on the report editor.<br>When multiple schools are assigned the same application, the same terminal will display under multiple schools. To see all deposits made on the terminal regardless of where the students are enrolled, select District (All Schools) in the School dropdown list and select the terminal under one of the schools with which it is associated.<br>  <br> |

# Deposit Slip Options

Deposit Slip Options allow you to associate a Deposit Slip number and dollar amount to the Deposit Report being generated. This information can be retrieved later in the Deposit Slip tool.

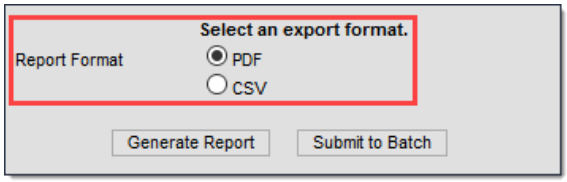



| Field | Description |
|---|---|
| **Snapshot for Deposit Slip** | When this checkbox is marked, Campus includes the **Deposit Slip** number and the **Deposit Actual Amount** in the header of the Deposit Report and saves the Deposit Report so that you can retrieve it later in the Deposit Slip tool.<br><br>A **Deposit Slip** number and **Deposit Actual Amount** are not required for the Deposit Slip snapshot.<br>If this checkbox is NOT marked, the **Deposit Slip** number and **Deposit Actual Amount** are included on the Deposit Report but a record is not saved for the Deposit Slip tool.<br>  <br> |
| **Deposit Slip** | The code for the Deposit Slip.<br><br>If your Deposit Slip is greater than 25 characters, it is best to use the **CSV** Report Format. If you choose the **PDF** format instead, the Deposit Slip and Deposit Actual Amount will not display correctly in the report header. |
| **Deposit Actual Amount** | The actual deposit amount from the Deposit Slip. |

# Report Format Options

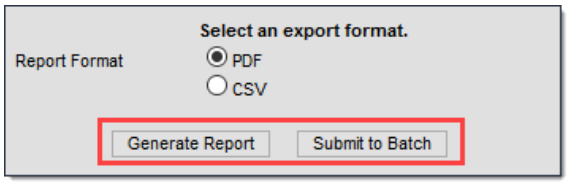
Users have the option to generate the report as a PDF file or CSV file.

> If your Deposit Slip is greater than 25 characters, it is best to use the **CSV** Report Format. If you choose the **PDF** format instead, the Deposit Slip and Deposit Actual Amount will not display correctly in the report header.




## Generate or Submit to Batch

Users have the option of submitting a report request to the batch queue by clicking **Submit to Batch** instead of **Generate Report**. This process allows larger reports to generate in the background, without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the Batch Queue article.




# Analyzing Report Results

The following sections break down each column of each report in order to allow better analysis of results.

The Deposit Report always presents results in the following order:

- Online Payment Deposits
- In Office Deposits
- POS Terminal Deposits

## Grouped By Location

The Group By Location option generates a report listing each deposit transaction per location.

**100 Plainview Schools District**
Generated on 07/13/2016 12:19:48 PM Page 1 of 2

**Deposit Report**
Period: 07/13/2014-07/13/2016 Date Type: Transaction Date
All Schools
Patrons: 47 Payments: 57 Transactions: 59 Total: $1,134.00

**1. Location: HHS Office School: Harrison High**
Total Amount: $205.50 (3) Cash:$50.00 (1) Check:$155.50 (2) Credit Card:$0.00 (0)

| Payment | Amount | Transaction Date | Post Date | School | Student(Student#) | Grade | Account | Amount |
|---|---|---|---|---|---|---|---|---|
| Cash | $50.00 | 10/12/2015 | 10/27/2015 | | Shotts, Hugh (#3080) | | 5640 | $50.00 |
| Check#: 5622 | $55.50 | 06/06/2016 | 06/06/2016 | | Balderston, Sanjna (#104600) | | 5684 | $22.20 |
| | | 06/06/2016 | 06/06/2016 | McKinley Elementary School | Balderston, Tatiana (#104601) | 05 | 5055 | $33.30 |
| Check#: 2544 | $100.00 | 12/11/2014 | 12/11/2014 | Fillmore Middle School | Shaw, Anthony (#1201050001) | 07 | 3659 | $50.00 |
| | | 12/11/2014 | 12/11/2014 | Carter Middle | Shaw, Lily | 06 | 3661 | $50.00 |

**1. Location: POS School: Harrison High**
Total Amount: $883.50 (47) Cash:$581.00 (26) Check:$302.50 (21) Credit Card:$0.00 (0)

| Payment | Amount | Transaction Date | Post Date | School | Student(Student#) | Grade | Account | Amount |
|---|---|---|---|---|---|---|---|---|
| Cash | $2.00 | 09/22/2014 | 09/23/2014 | Harrison High | Abeggert, Christian T (#131900035) | 10 | 4834 | $2.00 |
| Cash | $3.75 | 09/22/2014 | 09/23/2014 | Harrison High | Abraham, Nora A (#121900004) | 12 | 3636 | $3.75 |
| Cash | $100.00 | 06/06/2016 | 06/06/2016 | Harrison High | Achilles, Calandra (#103696) | 11 | 5551 | $100.00 |
| Cash | $3.00 | 06/01/2016 | 06/02/2016 | | Administrator, System S | | 5678 | $3.00 |
| Cash | $2.50 | 05/10/2016 | 05/10/2016 | | Administrator, System S | | 5678 | ~~$2.50~~ |
| | | Voided Transaction. Transaction time: 05/10/2016 10:06 Post time: 05/10/2016 10:06 | | | | | | |
| Cash | $2.50 | 05/10/2016 | 05/10/2016 | | Administrator, System S | | 5678 | ~~$2.50~~ |
| | | Voided Transaction. Transaction time: 05/10/2016 10:06 Post time: 05/10/2016 10:06 | | | | | | |
| Cash | $5.00 | 09/22/2014 | 09/23/2014 | Lincoln Elementary | Armstrong, Samuel A (#103708) | 04 | 4837 | $5.00 |
| Cash | $10.00 | 10/01/2015 | 10/27/2015 | | Baum, Mary (#161900001) | | 5639 | $10.00 |
| Cash | $40.00 | 02/02/2015 | 02/02/2015 | Cleveland Elementary | Berry, Erin L (#127315) | 05 | 4229 | $40.00 |

*Deposit Report (grouped by Location)*

| Column/Field | Description |
|---|---|
| ***Heading Fields*** | |
| **Location** | The in office location in where the deposit was made. Locations for In Office payments are defined in the Payment Location tool.<br>Deposits made online via the Payments tool on the the Portal, always report a location of **Online Payment**. Deposits made at a POS Terminal always report as **POS**. |
| **School** | The school in which the deposit was made. |
| ***Core Report Fields*** | |
| **Payment** | The type of payment used for depositing money: Check, Cash or Savings (Account). |
| **Amount** | The amount of money deposited into the patron's account. |
| **Transaction Date** | The day on which the deposit was entered into the Point of Sale terminal. |
| **Post Date** | The day on which the deposited money was applied to the patron's account. |

| Column/Field | Description |
|---|---|
| **School** | The school in which the student is actively enrolled. The school only displays if the student has an active enrollment. The School may report blank if the deposit was manually entered on the FS Deposit tool or on the patron's Journal in Campus and the student did not have an active enrollment when the deposit was entered. |
| **Student (Student#)** | The student (and corresponding Student ID) depositing money into their account. |
| **Grade** | The grade of the student having money deposited into their account. |
| **Account** | The account number of the account receiving the deposit. |
| **Amount** | The amount of money deposited into the patron's account. If the amount is crossed out, this indicates the deposit was voided and information about the date of the transaction void is listed below the Transaction Date, Post Date and Student (Student#) columns. |

## Grouped By Household

The Group By Household option generates a report listing all transactions per household.

**100 Plainview Schools District**
Generated on 10/26/2016 03:06:14 PM Page 1 of 1

**Household Deposit Report**
Period: 10/01/2016-10/26/2016 Date Type: Transaction Date Sort by Deposit Amount
All Schools
Households: 4 Patrons: 5 Payments: 10 Transactions: 11 Total: $232.00
Cash: $52.50 Check: $21.00 Credit Card: $6.50 Online: $152.00

| Household | Payment (Location) | Transaction Time | Student (#) - Grade | Account | Amount |
|---|---|---|---|---|---|
| Anderson (Debra) Household<br>Total Deposit: $152.00 | CC #1732: $50.00 *(Online Payment)*<br>*TransactionRef: 113046262* | 10/24/2016 13:24 | Anderson, Molly G (#234567891)-09<br>Kathy Anderson | 2171 | $50.00 |
| | Checking $50.00 *(Online Payment)*<br>*TransactionRef: 113046264* | 10/24/2016 13:25 | Anderson, Molly G (#234567891)-09<br>Kathy Anderson | 2171 | $50.00 |
| | Checking $52.00 *(Online Payment)*<br>*TransactionRef: 113046266* | 10/24/2016 13:25 | Anderson, Molly G (#234567891)-09<br>Kathy Anderson | 2171 | $52.00 |
| Abdi (Frank) Household<br>Total Deposit: $50.00 | Cash: $50.00 *(ALC)* | 10/26/2016 00:00 | Mohamed, Calum H (#345678912)-09 | 6254 | $25.00 |
| | | 10/26/2016 00:00 | Mohamed, Henry H (#567893123)-10 | 6256 | $25.00 |
| Aaker (Michael) Household<br>Total Deposit: $27.50 | Check#1234: $10.00 *(Sr High)* | 10/17/2016 00:00 | Adams, Erika E (#055000036)-09 | 1474 | $10.00 |
| | Cash: $2.50 *(ALC)* | 10/25/2016 00:00 | Adams, Erika E (#055000036)-09 | 1474 | $2.50 |
| | Check#12345: $10.00 *(Roosevelt)* | 10/26/2016 00:00 | Adams, Erika E (#055000036)-09 | 1474 | $10.00 |
| | CC #2345: $5.00 *(RevTrak)* | 10/26/2016 00:00 | Adams, Erika E (#071080005)-09 | 1474 | $5.00 |
| Rasmussen (Anna) Household<br>Total Deposit: $2.50 | Check#1: $1.00 *(Sr High)* | 10/10/2016 00:00 | Rasmussen, Andrew (#065010121)-11 | 16474-23795 | $1.00 |
| | CC #2: $1.50 *(ALC)* | 10/10/2016 00:00 | Rasmussen, Andrew (#065010121)-11 | 16474-23795 | $1.50 |

*Deposit Report (grouped by Household)*

| Column/Field | Description |
|---|---|
| **Household** | The household account receiving deposited money. |

| Column/Field | Description |
|---|---|
| **Payment (Location)** | The type of payment used for deposit (Cash, Check, Savings) and where the deposit was made. |
| **Transaction Time** | The day and time on which the deposit transaction was entered into the Point of Sale terminal. |
| **Student (#) - Grade** | The name, corresponding Student ID and grade level of the student depositing money into their family account. |
| **Account** | The account number of the account receiving deposited money. |
| **Amount** | The amount of money deposited into the patron's family account. If the amount is in red font, this indicates the deposit transaction was voided. |