Deposit Report (Food Service)

Last Modified on 10/29/2026 9:43 am CDT

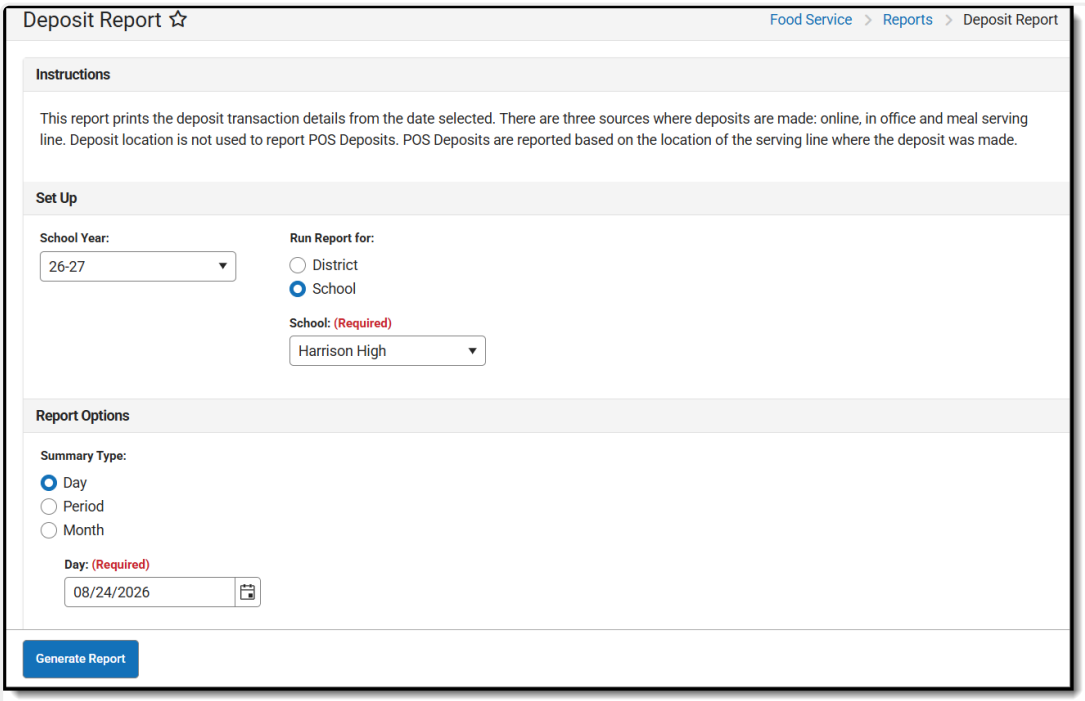
This report is available with Campus Food Service.

Tool Search: Deposit Report

What do I need to know?

The report editor fields significantly impact report results. See the following topics for detailed information about each field.

- School and Period Options
- Grouping and Sorting Options
- Deposit Slip Options
- Report Format Options



Deposit Report Editor

See the Food Service Reports Tool Rights article for information on rights needed to use this and other food service reports.

School and Period Options

Parameters define the scope of the report, per the Set Up section.

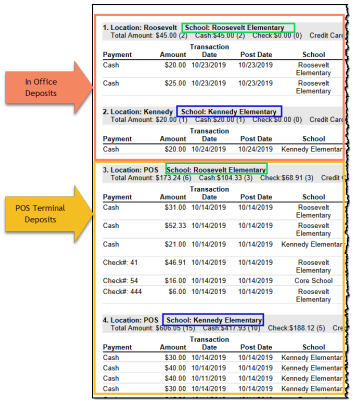
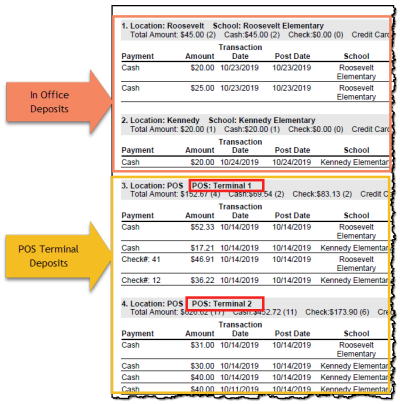
Field	Description
School Year	The school year for which the report results should be generated. The default value for this field is the Year currently selected in the Campus toolbar.
Run Report for	Choose whether the report will be run for the district or a school.
School	The school for which the report results should be generated. The default value for this field is the school currently selected in the Campus toolbar. 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. 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.

Grouping and Sorting Options

Grouping and sorting options define how the deposits display on the report, per the Report Options section.

Field	Description
Summary Type	These options allow the user to specify the date parameter(s) of the transactions returned in the report results: • **Day** - Deposits occurring on a specified date. When this option is selected, a **Date** field will appear. • **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. • **Month** - Deposits occurring within the selected month will be returned by the report. When this option is selected, a **Month** field will appear.

Field	Description
Date Type	These options allow the user to choose the sorting method of deposit transactions in the report results: • **Transaction Date** - When this option is selected, the deposit transactions will be sorted by the date on which they occurred. • **Post Date**- When this option is selected, the deposit transactions will be sorted by the date on which they posted to the Campus server. 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.
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. 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. 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.	

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Payment Type</td><td>Payment options allow you to specify the type of deposit transactions to be included in the report results.
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. When you select this option, the Deposit Report includes Online Payments for ALL schools regardless of the School selected in the School field.
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.
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.

Campus limits the POS terminals available for selection to the terminals that are available at the School selected on the report editor.
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.</td></tr>
<tr><td>Group By</td><td>The option you select here determines how deposits are grouped on the report.
When Location is selected, transactions are grouped by the location at which they were made.
When Household is selected, transactions are grouped by the household who made the deposit.
<table><tr><th>Option</th><th>Transactions are grouped by...</th></tr><tr><td>Location</td><td>the location at which they were made.</td></tr><tr><td>Household</td><td>the household to which they were made.</td></tr></table></td></tr>
</table>

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Sort Option</td><td>Depending on the option selected in the Group By area, different fields for sorting the report results display in the Sort Option field.
<table>
<tr><th>When...</th><th>These options appear as the available sorting methods...</th></tr>
<tr><td>Location is chosen in the Group By area</td><td>• Deposit Type - When this option is selected, the deposit transactions are sorted by the type of deposit (i.e., cash, check, credit card).
• Transaction Time - When this option is selected, the deposit transactions are sorted by the day on which they occurred.</td></tr>
<tr><td>Household is chosen in the Group By area</td><td>• Guardian Name - When this options is selected, the deposit transactions are sorted by the guardian of the household for which they were made.
• 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.</td></tr>
</table></td></tr>
</table>

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.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Snapshot for Deposit Slip</td><td>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.

A Deposit Slip number and Deposit Actual Amount are not required for the Deposit Slip snapshot.
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.

</td></tr>
</table>

Field	Description
Deposit Slip	The code for the Deposit Slip. 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.

Generate or Submit to Batch

Users have the option of submitting a report request to the batch queue by selecting **Submit to Batch Queue** 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.

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.

Analyzing Report Results

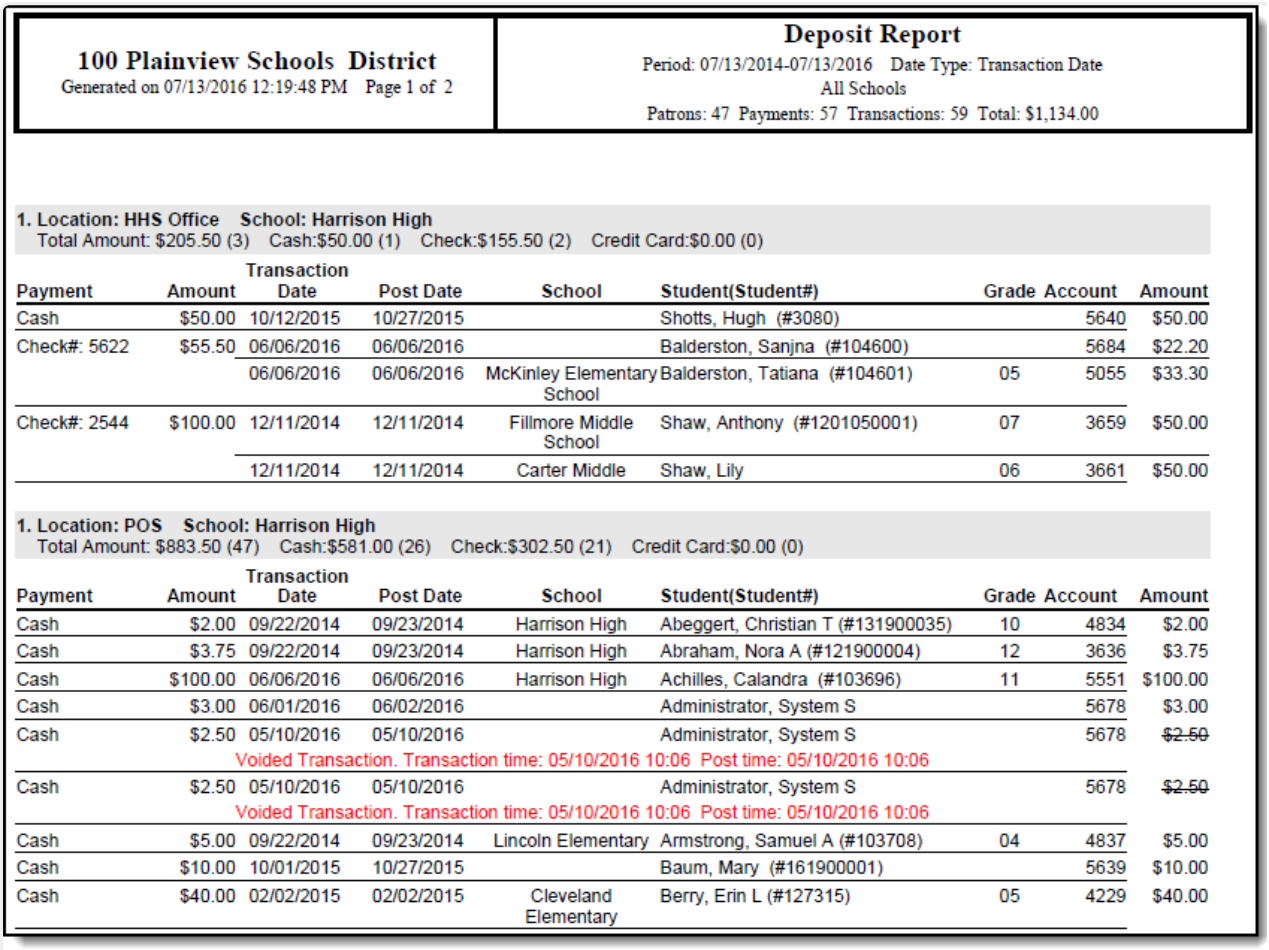
The following sections break down each column of each report in order to allow better analysis of results.

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. 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
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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 Total Deposit: $152.00	CC #1732: $50.00 *(Online Payment)* *TransactionRef: 113046262*	10/24/2016 13:24	Anderson, Molly G (#234567891)-09 Kathy Anderson	2171	$50.00
	Checking $50.00 *(Online Payment)* *TransactionRef: 113046264*	10/24/2016 13:25	Anderson, Molly G (#234567891)-09 Kathy Anderson	2171	$50.00
	Checking $52.00 *(Online Payment)* *TransactionRef: 113046266*	10/24/2016 13:25	Anderson, Molly G (#234567891)-09 Kathy Anderson	2171	$52.00
Abdi (Frank) Household 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 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 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.