

# Deposit Report (Food Service)

Last Modified on 10/21/2024 8:20 am CDT

[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.

- [School and Period Options](#)
- [Grouping and Sorting Options](#)
- [Deposit Slip Options](#)
- [Report Format Options](#)

☰
Infinite Campus

## Deposit Report ☆

Food Service > Reports > Deposit Report

**Deposit Detail Report**

This report prints the deposit transaction details from the date selected. There are three sources where deposits are made: online, in office and meal serving line. Deposit location is not used to report POS Deposits. POS Deposits are reported based on the location of the serving line where the deposit was made.

**Which school and period would you like to include in the report?**

School

School Year

---

Summary Type  Daily  Period  Month

Date

---

Date Type  Transaction Date  Post Date

**Which type of report would you like to generate?**

Group By  Location  Household

---

Sort Option  Deposit Type  Transaction Time

Site  School  Terminal

Payment  Online  In Office  POS Deposit

---

Snapshot for Deposit Slip

Deposit Slip

Deposit Actual Amount \$

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**Select an export format.**

Report Format  PDF  CSV

**Select Deposit Locations**

All Locations

\*Default

**Clinton Secondary**  
CS-OFFICE

**Van Buren High School**  
VBHS Office

**Harrison High**  
HHS Office  
HHS-Pay Station1  
HHS-Pay Station2

**Fillmore Middle School**  
FMS-Office

**Arthur Elementary**  
AES Office

**Which POS would you like to include in the report?**  
(CTRL-click or SHIFT-click for multiple selection)

All POS Terminals

POS-012

**Jefferson Elementary**  
CAFETERIA SERVE  
CLASS SERVE

POS-006

POS-007

POS-008

POS-009

POS-013

POS-015

POS-016

POS-017

POS-018

POS-019

*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.

Which school and period would you like to include in the report?

School

School Year

---

Summary Type  Daily  Period  Month

Date

---

Date Type  Transaction Date  Post Date

*Selecting Parameters*

Field	Description
<b>School</b>	<p>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.</p> <p>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.</p> <p>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.</p>
<b>School Year</b>	<p>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.</p>
<b>Summary Type</b>	<p>These options allow the user to specify the date parameter(s) of the transactions returned in the report results:</p> <ul style="list-style-type: none"> <li>• <b>Daily</b> - Deposits occurring on a specified date. When this option is selected, a <b>Date</b> field will appear.</li> <li>• <b>Period</b> - Deposits occurring within a date range will be returned by the report. When this option is selected, a <b>Start Date</b> and an <b>End Date</b> field will appear.</li> <li>• <b>Month</b> - Deposits occurring within the selected month will be returned by the report. When this option is selected, a <b>Month</b> field will appear.</li> </ul>
<b>Date Type</b>	<p>These options allow the user to choose the sorting method of deposit transactions in the report results:</p> <ul style="list-style-type: none"> <li>• <b>Transaction Date</b> - When this option is selected, the deposit transactions will be sorted by the date on which they occurred.</li> <li>• <b>Post Date</b> - When this option is selected, the deposit transactions will be sorted by the date on which they posted to the Campus server.</li> </ul> <p>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.</p>

# 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.

Which type of report would you like to generate?

Group By  Location  Household

---

Sort Option  Deposit Type  Transaction Time

Site  School  Terminal

Payment  Online  In Office  POS Deposit

Which type of report would you like to generate?

Group By  Location  Household

---

Sort Option  Guardian name  Deposit Amount (Desc)

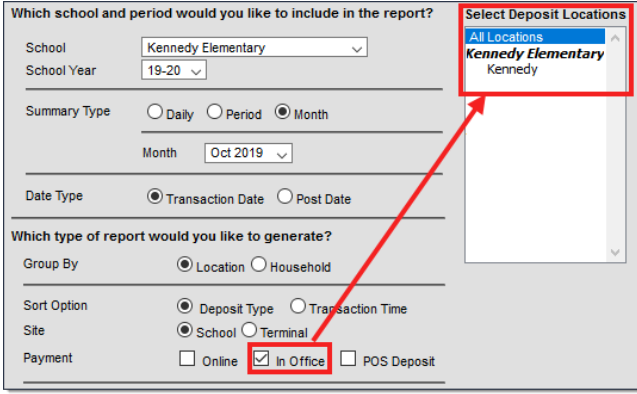
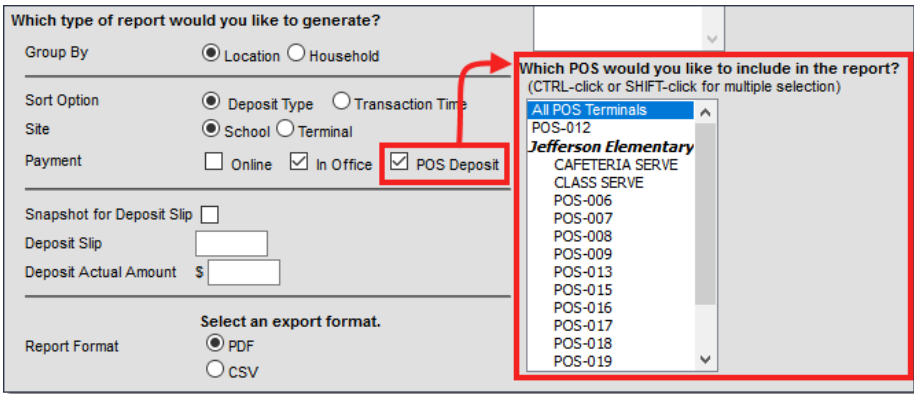
Site  School  Terminal

Payment  Online  In Office  POS Deposit

Field	Description						
<b>Group By</b>	<p>The option you select here determines how deposits are grouped on the report.</p> <ul style="list-style-type: none"> <li>• When Location is selected, transactions are grouped by the location at which they were made.</li> <li>• When Household is selected, transactions are grouped by the household who made the deposit.</li> </ul> <table border="1"> <thead> <tr> <th>Option</th> <th>Transactions are grouped by...</th> </tr> </thead> <tbody> <tr> <td><b>Location</b></td> <td>the location at which they were made.</td> </tr> <tr> <td><b>Household</b></td> <td>the household to which they were made.</td> </tr> </tbody> </table>	Option	Transactions are grouped by...	<b>Location</b>	the location at which they were made.	<b>Household</b>	the household to which they were made.
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Field	Description						
<b>Sort Option</b>	<p>Depending on the option selected in the <b>Group By</b> area, different fields for sorting the report results display in the <b>Sort Option</b> field.</p> <table border="1" data-bbox="336 353 1420 1249"> <thead> <tr> <th data-bbox="336 353 564 412">When...</th> <th data-bbox="564 353 1420 412">These options appear as the available sorting methods...</th> </tr> </thead> <tbody> <tr> <td data-bbox="336 412 564 846"> <b>Location</b> is chosen in the Group By area                 </td> <td data-bbox="564 412 1420 846"> <ul style="list-style-type: none"> <li>• <b>Deposit Type</b> - When this option is selected, the deposit transactions are sorted by the type of deposit (i.e., cash, check, credit card).</li> <li>• <b>Transaction Time</b> - When this option is selected, the deposit transactions are sorted by the day on which they occurred.</li> </ul> <div data-bbox="596 689 1182 824" style="border: 1px solid black; padding: 5px;"> <p>Which type of report would you like to generate?</p> <p>Group By      <input checked="" type="radio"/> Location   <input type="radio"/> Household</p> <hr/> <p>Sort Option      <input checked="" type="radio"/> Deposit Type   <input type="radio"/> Transaction Time</p> </div> </td> </tr> <tr> <td data-bbox="336 846 564 1249"> <b>Household</b> is chosen in the Group By area                 </td> <td data-bbox="564 846 1420 1249"> <ul style="list-style-type: none"> <li>• <b>Guardian Name</b> - When this options is selected, the deposit transactions are sorted by the guardian of the household for which they were made.</li> <li>• <b>Deposit Amount (Desc)</b> - When this option is selected, the deposit transactions are sorted by the amount of the deposit, from the largest to the smallest amount.</li> </ul> <div data-bbox="596 1120 1182 1227" style="border: 1px solid black; padding: 5px;"> <p>Group By      <input type="radio"/> Location   <input checked="" type="radio"/> Household</p> <hr/> <p>Sort Option      <input checked="" type="radio"/> Guardian name   <input type="radio"/> Deposit Amount (Desc)</p> </div> </td> </tr> </tbody> </table>	When...	These options appear as the available sorting methods...	<b>Location</b> is chosen in the Group By area	<ul style="list-style-type: none"> <li>• <b>Deposit Type</b> - When this option is selected, the deposit transactions are sorted by the type of deposit (i.e., cash, check, credit card).</li> <li>• <b>Transaction Time</b> - When this option is selected, the deposit transactions are sorted by the day on which they occurred.</li> </ul> <div data-bbox="596 689 1182 824" style="border: 1px solid black; padding: 5px;"> <p>Which type of report would you like to generate?</p> <p>Group By      <input checked="" type="radio"/> Location   <input type="radio"/> Household</p> <hr/> <p>Sort Option      <input checked="" type="radio"/> Deposit Type   <input type="radio"/> Transaction Time</p> </div>	<b>Household</b> is chosen in the Group By area	<ul style="list-style-type: none"> <li>• <b>Guardian Name</b> - When this options is selected, the deposit transactions are sorted by the guardian of the household for which they were made.</li> <li>• <b>Deposit Amount (Desc)</b> - When this option is selected, the deposit transactions are sorted by the amount of the deposit, from the largest to the smallest amount.</li> </ul> <div data-bbox="596 1120 1182 1227" style="border: 1px solid black; padding: 5px;"> <p>Group By      <input type="radio"/> Location   <input checked="" type="radio"/> Household</p> <hr/> <p>Sort Option      <input checked="" type="radio"/> Guardian name   <input type="radio"/> Deposit Amount (Desc)</p> </div>
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Field	Description									
<b>Site</b>	<p>The option you select here determines how POS Terminal deposits are grouped beneath each <b>Location</b>. This option does NOT affect the report when it is grouped by Household.</p> <p>In Office deposits are always grouped by deposit location.</p> <table border="1"> <thead> <tr> <th>When...</th> <th>Then...</th> <th>Example</th> </tr> </thead> <tbody> <tr> <td><b>School</b> is selected</td> <td>deposits are grouped by school.</td> <td> <p>The screenshot shows a report with four sections, each representing a different location. Each section lists transactions with columns for Payment, Amount, Date, Post Date, and School. The 'School' column is highlighted in yellow, indicating that deposits are grouped by school. An orange arrow labeled 'In Office Deposits' points to the first two sections, and a yellow arrow labeled 'POS Terminal Deposits' points to the last two sections.</p> </td> </tr> <tr> <td><b>Terminal</b> is selected</td> <td>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.</td> <td> <p>The screenshot shows a report with four sections, each representing a different location. Each section lists transactions with columns for Payment, Amount, Date, Post Date, and School. The 'School' column is highlighted in yellow, indicating that deposits are grouped by POS terminal. An orange arrow labeled 'In Office Deposits' points to the first two sections, and a yellow arrow labeled 'POS Terminal Deposits' points to the last two sections.</p> </td> </tr> </tbody> </table>	When...	Then...	Example	<b>School</b> is selected	deposits are grouped by school.	<p>The screenshot shows a report with four sections, each representing a different location. Each section lists transactions with columns for Payment, Amount, Date, Post Date, and School. The 'School' column is highlighted in yellow, indicating that deposits are grouped by school. An orange arrow labeled 'In Office Deposits' points to the first two sections, and a yellow arrow labeled 'POS Terminal Deposits' points to the last two sections.</p>	<b>Terminal</b> 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.	<p>The screenshot shows a report with four sections, each representing a different location. Each section lists transactions with columns for Payment, Amount, Date, Post Date, and School. The 'School' column is highlighted in yellow, indicating that deposits are grouped by POS terminal. An orange arrow labeled 'In Office Deposits' points to the first two sections, and a yellow arrow labeled 'POS Terminal Deposits' points to the last two sections.</p>
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Field	Description
<p><b>Payment</b></p>	<p>Payment options allow you to specify the type of deposit transactions to be included in the report results.</p> <ul style="list-style-type: none"> <li> <b>Online</b> - When this checkbox is marked, transactions made online, through the <a href="#">My Cart</a> tool, are included in the report results. This only applies in districts where the <a href="#">Payments</a> feature is enabled.         </li> </ul> <p>When you select this option, the Deposit Report includes Online Payments for ALL schools regardless of the School selected in the School field.</p> <ul style="list-style-type: none"> <li> <b>In Office</b> - 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.         </li> </ul>  <ul style="list-style-type: none"> <li> <b>POS Deposit</b> - 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.         </li> </ul> <p>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.</p> 

# 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.

Snapshot for Deposit Slip	<input type="checkbox"/>
Deposit Slip	<input type="text"/>
Deposit Actual Amount	<input type="text"/>

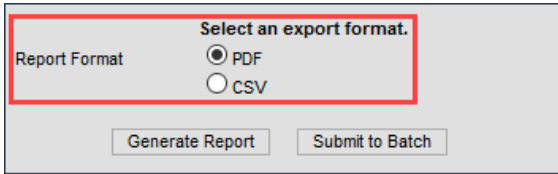
Field	Description		
<b>Snapshot for Deposit Slip</b>	<p>When this checkbox is marked, Campus includes the <b>Deposit Slip</b> number and the <b>Deposit Actual Amount</b> in the header of the Deposit Report and saves the Deposit Report so that you can retrieve it later in the <a href="#">Deposit Slip</a> tool.</p> <p>A <b>Deposit Slip</b> number and <b>Deposit Actual Amount</b> are not required for the Deposit Slip snapshot.</p> <p>If this checkbox is NOT marked, the <b>Deposit Slip</b> number and <b>Deposit Actual Amount</b> are included on the Deposit Report but a record is not saved for the Deposit Slip tool.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-right: 1px solid black; padding: 5px;"> <p style="text-align: center;"><b>1234 Campus District</b></p> <p style="font-size: small;">4TH STREET SW, BLAINE, MN 54321-1234 Generated on 11/01/2019 11:13:28AM Page 1 of 49</p> </td> <td style="width: 50%; padding: 5px;"> <p style="text-align: center;"><b>Deposit Report</b></p> <p style="font-size: x-small;">Period: 10/01/2019-10/31/2019 Date Type: Transaction Date School: Campus Senior High</p> <p style="font-size: x-small;">Patrons: 891 Payments: 1589 Transactions: 1893 Total: \$35,580.20</p> <p style="font-size: x-small; border: 1px solid red; display: inline-block; padding: 2px;">Deposit Slip: 987654 Deposit Actual Amount: \$35,524.65</p> </td> </tr> </table> </div>	<p style="text-align: center;"><b>1234 Campus District</b></p> <p style="font-size: small;">4TH STREET SW, BLAINE, MN 54321-1234 Generated on 11/01/2019 11:13:28AM Page 1 of 49</p>	<p style="text-align: center;"><b>Deposit Report</b></p> <p style="font-size: x-small;">Period: 10/01/2019-10/31/2019 Date Type: Transaction Date School: Campus Senior High</p> <p style="font-size: x-small;">Patrons: 891 Payments: 1589 Transactions: 1893 Total: \$35,580.20</p> <p style="font-size: x-small; border: 1px solid red; display: inline-block; padding: 2px;">Deposit Slip: 987654 Deposit Actual Amount: \$35,524.65</p>
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<b>Deposit Slip</b>	<p>The code for the Deposit Slip.</p> <p>If your Deposit Slip is greater than 25 characters, it is best to use the <b>CSV</b> Report Format. If you choose the <b>PDF</b> format instead, the Deposit Slip and Deposit Actual Amount will not display correctly in the report header.</p>		
<b>Deposit Actual Amount</b>	<p>The actual deposit amount from the Deposit Slip.</p>		

# 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.





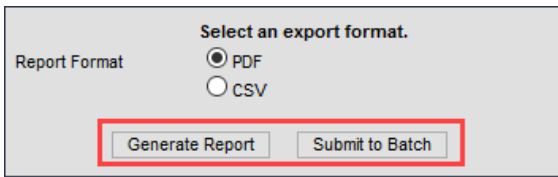
Select an export format.

Report Format  PDF  CSV

Generate Report Submit to Batch

## 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.



Select an export format.

Report Format  PDF  CSV

Generate Report Submit to Batch

## 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		Deposit Report						
Generated on 07/13/2016 12:19:48 PM Page 1 of 2		Period: 07/13/2014-07/13/2016 Date Type: Transaction Date All Schools Patrons: 47 Payments: 57 Transactions: 59 Total: \$1,134.00						
<b>1. Location: HHS Office School: Harrison High</b>								
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
<b>1. Location: POS School: Harrison High</b>								
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	<del>\$2.50</del>
		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	<del>\$2.50</del>
		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
<b>Heading Fields</b>	
<b>Location</b>	The in office location in where the deposit was made. Locations for In Office payments are defined in the <a href="#">Payment Location</a> tool. Deposits made online via the <a href="#">Payments</a> tool on the the Portal, always report a location of <b>Online Payment</b> . Deposits made at a POS Terminal always report as <b>POS</b> .
<b>School</b>	The school in which the deposit was made.
<b>Core Report Fields</b>	
<b>Payment</b>	The type of payment used for depositing money: Check, Cash or Savings (Account).
<b>Amount</b>	The amount of money deposited into the patron's account.
<b>Transaction Date</b>	The day on which the deposit was entered into the Point of Sale terminal.
<b>Post Date</b>	The day on which the deposited money was applied to the patron's account.

Column/Field	Description
<b>School</b>	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.
<b>Student (Student#)</b>	The student (and corresponding Student ID) depositing money into their account.
<b>Grade</b>	The grade of the student having money deposited into their account.
<b>Account</b>	The account number of the account receiving the deposit.
<b>Amount</b>	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 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
<b>Household</b>	The household account receiving deposited money.

Column/Field	Description
<b>Payment (Location)</b>	The type of payment used for deposit (Cash, Check, Savings) and where the deposit was made.
<b>Transaction Time</b>	The day and time on which the deposit transaction was entered into the Point of Sale terminal.
<b>Student (#) - Grade</b>	The name, corresponding Student ID and grade level of the student depositing money into their family account.
<b>Account</b>	The account number of the account receiving deposited money.
<b>Amount</b>	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.