Recurring Payments Report

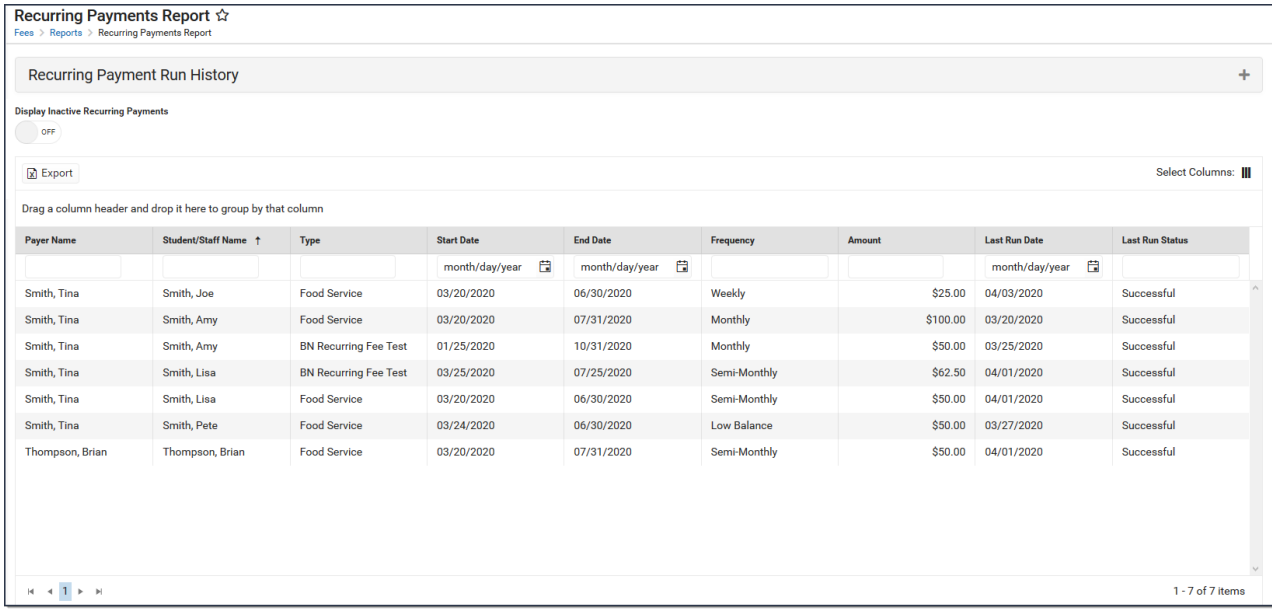
Last Modified on 07/21/2026 10:24 am CDT

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



See the Fees Reports Tool Rights article for information on available tool rights.

Important Information About This Tool

- This report includes the days and times when recurring payments processed successfully. One

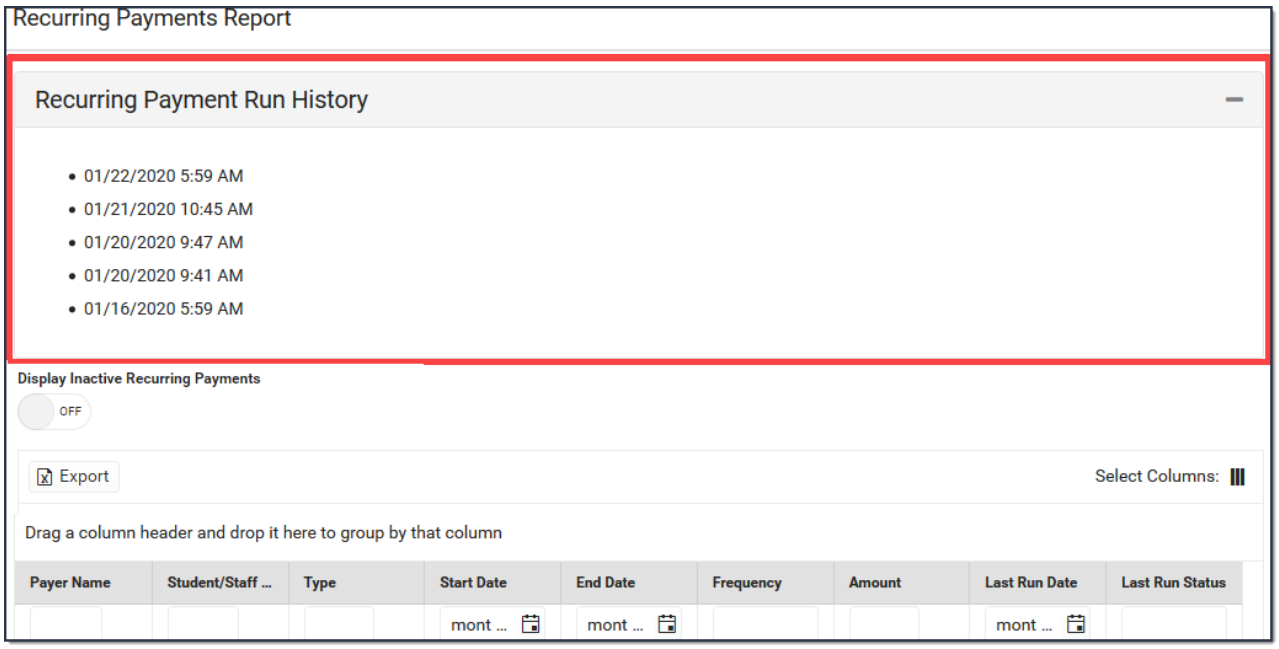
week of history displays in the Payment Run History.

- 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.

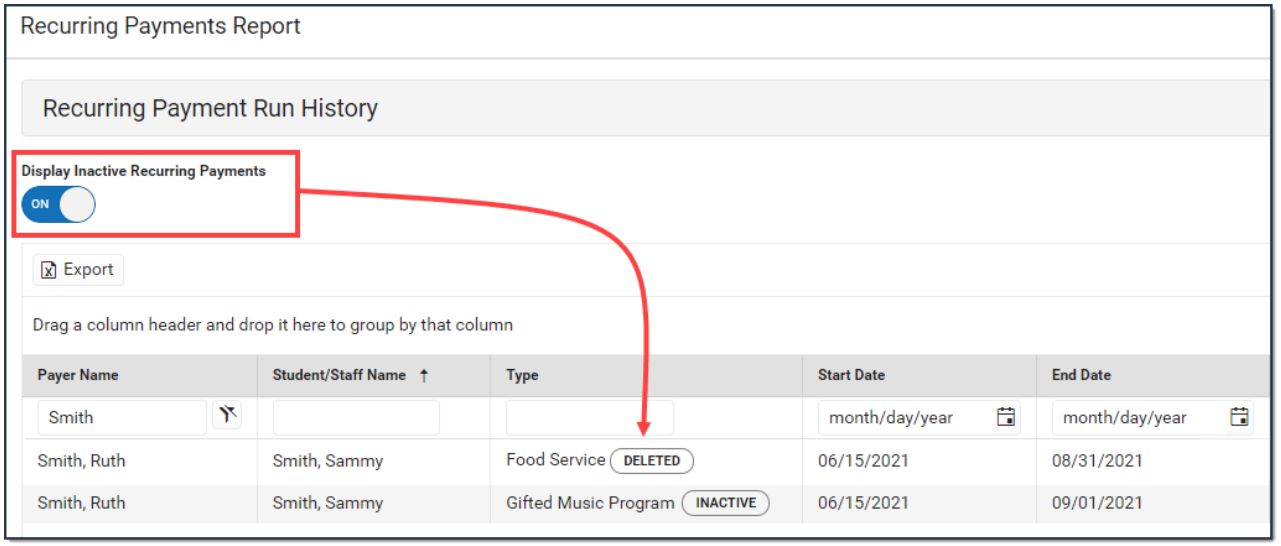
A missing date indicates the Recurring Payments were not processed that day. When this occurs, contact Campus Support.



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**.

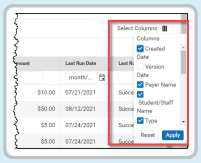
Inactive Recurring Payments do not display in Campus Parent or Campus Student.

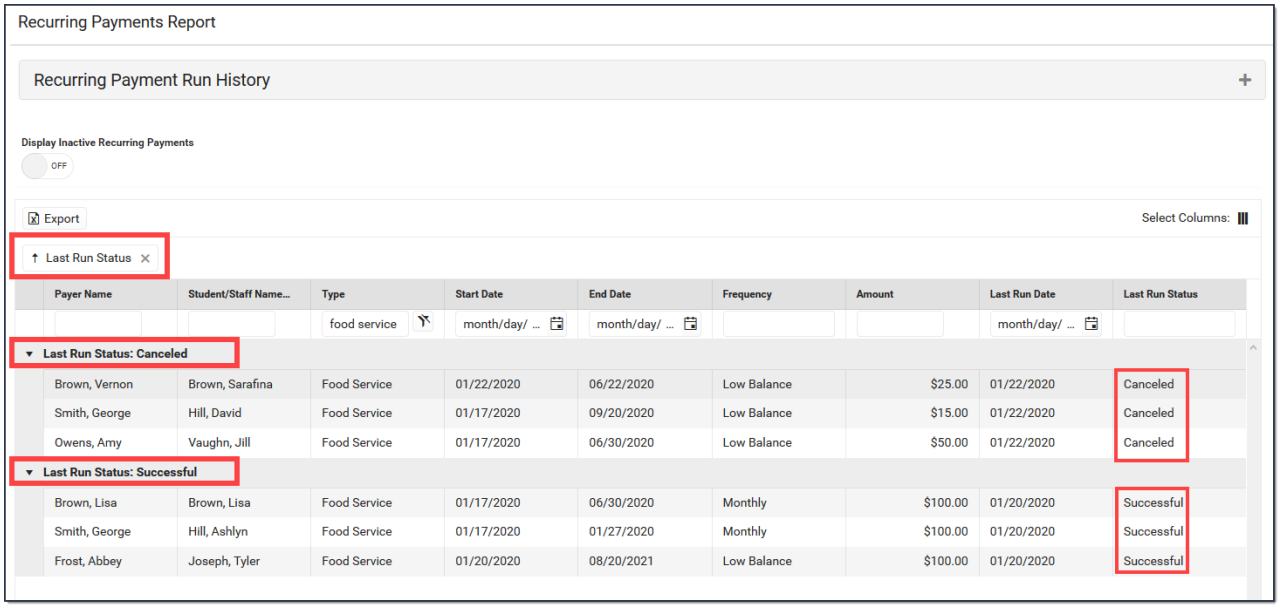


Group Report by Specific Columns (Grouping Options)

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.





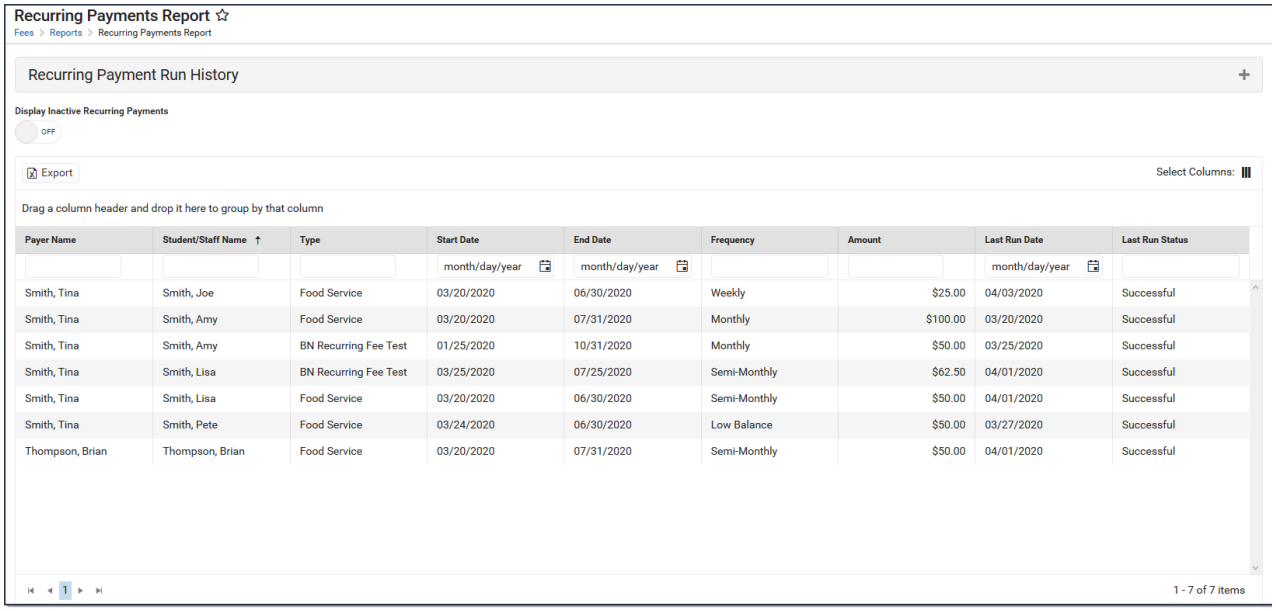
Export an Excel File

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.

	A	B	C	D	E	F	G	H	I	J
1		Payer Name	Student/Staff Name	Type	Start Date	End Date	Frequency	Amount	Last Run Date	Last Run Status
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, Verno	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	Last Run Status: Canceled									
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...



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.
Type	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

Field	Description
	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.