Deposit Reporter (Payments)

Last Modified on 08/06/2026 9:53 am CDT

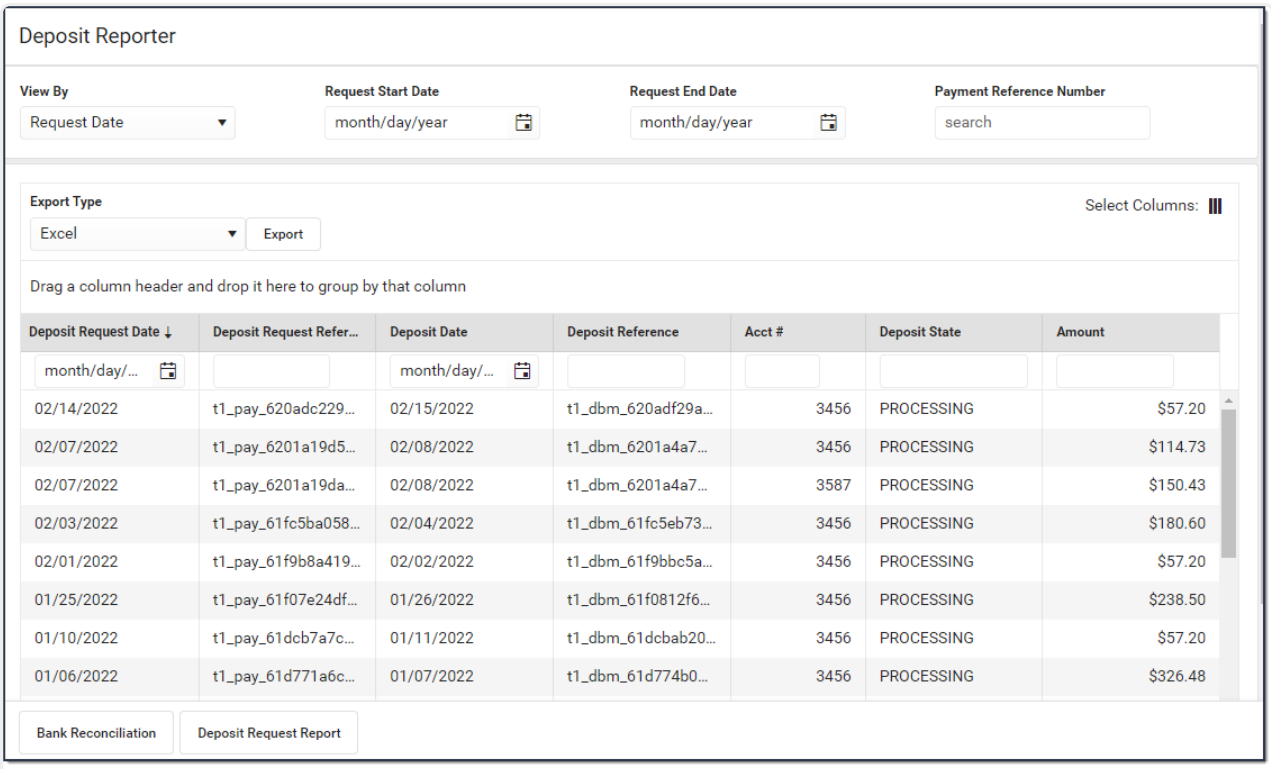
Tool Search: Deposit Reporter

Use the Deposit Reporter to check the status of deposits made into your district's or school's bank accounts. This tool can also be used to calculate the total deposits for each bank for a specific date range.

After payments are processed and settled by the payment platform, the money is disbursed to your district's or school's bank accounts. These disbursements appear as deposits in the Deposit Reporter tool. The deposit amount for a date and bank account should match the amount deposited into your bank account. After payments are settled or after returns and transactions fees are processed by the payment platform, the money is disbursed to your bank account. You may see withdrawals (negative deposit amounts) from bank accounts to cover refunds and fees.

You can see all of the payments from a single deposit by selecting a payment on the Deposit Reporter. Selecting a payment displays the Deposit Detail panel.

- Negative deposits can take 5-7 business days before they have a Deposit State of **Completed** in Campus. Funds from a negative deposit can be withdrawn before the 5-7 days while the deposit has the status of **Processing**.
- **If your district's first deposit is a negative dollar amount, that negative deposit must first complete before any subsequent deposits can complete**.



Click to view larger image.

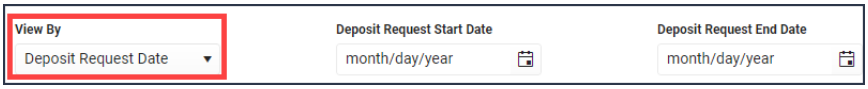
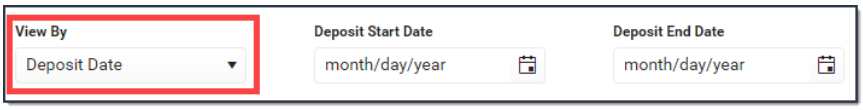
About the Deposit Process

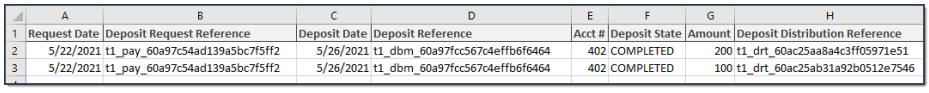
The deposit process runs daily before 5:45 PM Eastern Time (ET). The deposit job must complete by 6:00 PM Eastern Time (ET); otherwise, the payment platform moves the request date forward one day to ensure the deposit job has enough time to complete.

The deposit process does not run on weekends (Saturday and Sunday) or holidays.

<table>
<tr><th>Step</th><th>Description</th></tr>
<tr><td>1.</td><td>Campus determines your district's account balance. When your district is processing payments, the fees associated with them and any returns/refunds you process are subtracted from your account balance when they occur. So, at the end of each business day Campus calculates the balance then requests a deposit. If your district's account balance is negative, Campus issues a negative deposit.</td></tr>
<tr><td>2.</td><td>After determining the balance, Campus combines transactions with the following statuses into a deposit.
Completed
Resolved
Returned
Partial returned
Returnvoid
Transactions with a settled date
Transaction Fees</td></tr>
<tr><td>3.</td><td><table><tr><th>If the deposit is...</th><th>Then...</th></tr><tr><td>Successful</td><td>You will see a deposit in your district's bank account. Keep in mind, you may see different deposit dates for one payment reference number since the deposit payment separates transaction line items.</td></tr><tr><td>Not Successful</td><td>The deposit is canceled and recalculated the following day. Failed deposits may appear with a status of Canceled, Exception, or Revoked, which indicate the deposit did not process successfully.</td></tr></table></td></tr>
</table>

Field Descriptions

Field	Description
View By	You can search for deposits according to their **DepositRequest Date** or **Deposit Date**. The Start Date and End Date fields change depending on the option you select. • The **Deposit Request Date** is the date when Campus requested payments to be disbursed to the bank accounts. A Deposit Request Reference number is attached to each request. The default selection is to view by Request Date.  • The **Deposit Date** is the date when the payment platform deposited the funds into the district's bank accounts. 
Deposit Request Start Date **Deposit Start Date**	The first day on which to search for payments. This is an optional field used for narrowing the report's results.
Deposit Request End Date **Deposit End Date**	The last day on which to search for payments. This is an optional field used for narrowing the report's results.
Payment Reference Number	The ID for the payment. This number can be used to search for a specific transaction.
Export Type	Use this field to select the format in which you want to export the report. Report information can be exported as an **Excel**, **CSV,** or **PDF** file. The exported report only includes the columns that are visible on the screen. If you do not limit the report results using the **Request/Deposit Start Date** and/or the **Request/Deposit End Date**, the export will be limited to the last 60 days.
Select Columns	The column selector allows you to choose which columns to hide or display. Click the ||| button and mark the checkbox next to the columns you want to display. Clear the checkbox next to columns you want to hide.
Request Date	The date when Campus requested the payments to be disbursed to the bank accounts. A Deposit Request Reference number is attached to each request.
Deposit Request Reference	The ID the payment platform sends to Campus when Campus requests a disbursement.

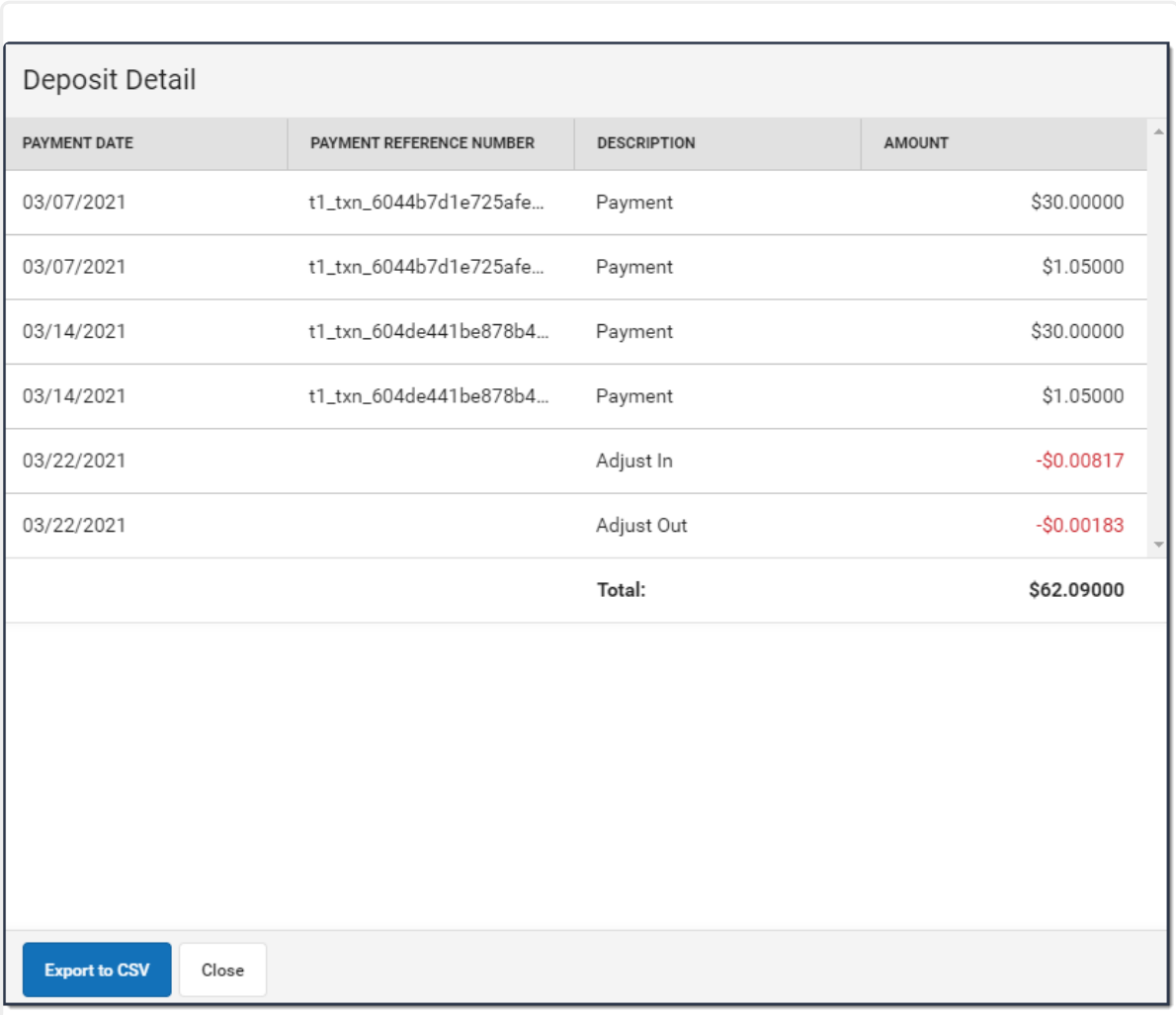
Field	Description
Deposit Date	The date when the payment platform deposited the funds into the district's bank accounts. A Deposit Reference number is tied to each deposit.
Deposit Reference	Identifies the specific deposit made by the payment platform into the district's bank accounts.
Acct #	The account to which the deposit was made.
Deposit State	The status of the disbursement. • **COMPLETED** • **RESOLVED** - This is a manual deposit. • **PROCESSING** - Request for deposit has been made. • **PENDING** - The deposit has been created and is ready for disbursement. • **CANCELLED** - There was an issue prior to the disbursement and funds • **EXCEPTION** - There was an issue during the disbursement of funds. • **REVOKED** - There was an issue during the disbursement of funds. Contact Campus Support if a Deposit State does not update from PENDING **to** PROCESSING after 24 hours.
Amount	The amount of the deposit. You may see withdrawals (negative deposit amounts) from bank accounts to cover refunds and fees. For amounts that do not round to the cent, Campus makes rounding adjustments by creating an **Adjust Out** value that ensures the total is a valid monetary value. For the next deposit within that bank account, Campus applies the removed amount as an **Adjust In** value before calculating the total.
Bank Reconciliation (Infinite Campus Payments Only)	When a deposit is made, it displays as one transaction in the Deposit Reporter, but a single deposit can be a total of multiple deposits. Click the **Bank Reconciliation** button to generate an Excel file that separates the deposit. For example, when a $300 deposit displays in the Deposit Reporter, the Bank Reconciliation file will display 2 deposits: ACH $200.00 and CC $100.00. In the following example, notice that the Deposit Request Reference and Deposit Reference are the same; however, the Deposit Distribution Reference is unique. 

	A	B	C	D	E	F	G	H
1	Request Date	Deposit Request Reference	Deposit Date	Deposit Reference	Acct #	Deposit State	Amount	Deposit Distribution Reference
2	5/22/2021	t1_pay_60a97c54ad139a5bc7f5ff2	5/26/2021	t1_dbm_60a97fcc567c4effb6f6464	402	COMPLETED	200	t1_drt_60ac25aa8a4c3ff05971e51
3	5/22/2021	t1_pay_60a97c54ad139a5bc7f5ff2	5/26/2021	t1_dbm_60a97fcc567c4effb6f6464	402	COMPLETED	100	t1_drt_60ac25ab31a92b0512e7546

Deposit Detail Panel

You can see all of the payments from a single deposit by selecting a payment on the Deposit Reporter. Selecting a payment displays the Deposit Detail panel. Information on the Deposit Detail panel can be exported as a CSV file.

In the following example, Campus provides rounding adjustments (Adjust In and Adjust Out lines) to ensure the Total remains in the correct decimal value.



Example Deposit Detail

Deposit Request Report

Tool Search: Deposit Reporter

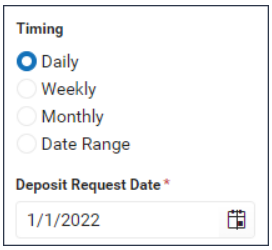
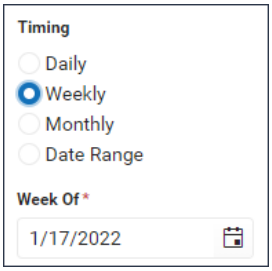
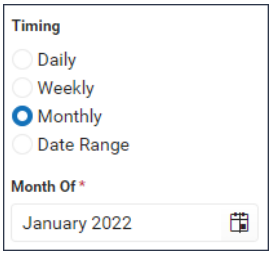
The Deposit Request Report provides a summary of the Deposit Request for a specific day, week,

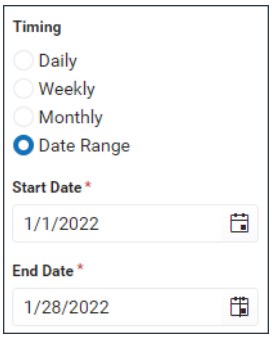
month, or a date range and is intended to help with bank reconciliation. The report is a PDF file and includes all of the transactions in the Deposit Request, grouped by bank account, and provides a total for the transaction fees and a total for the merchant fees by Fund ID. The Gross Amount, Fees, and Net Amount are provided for each Fund ID at the end of the report.

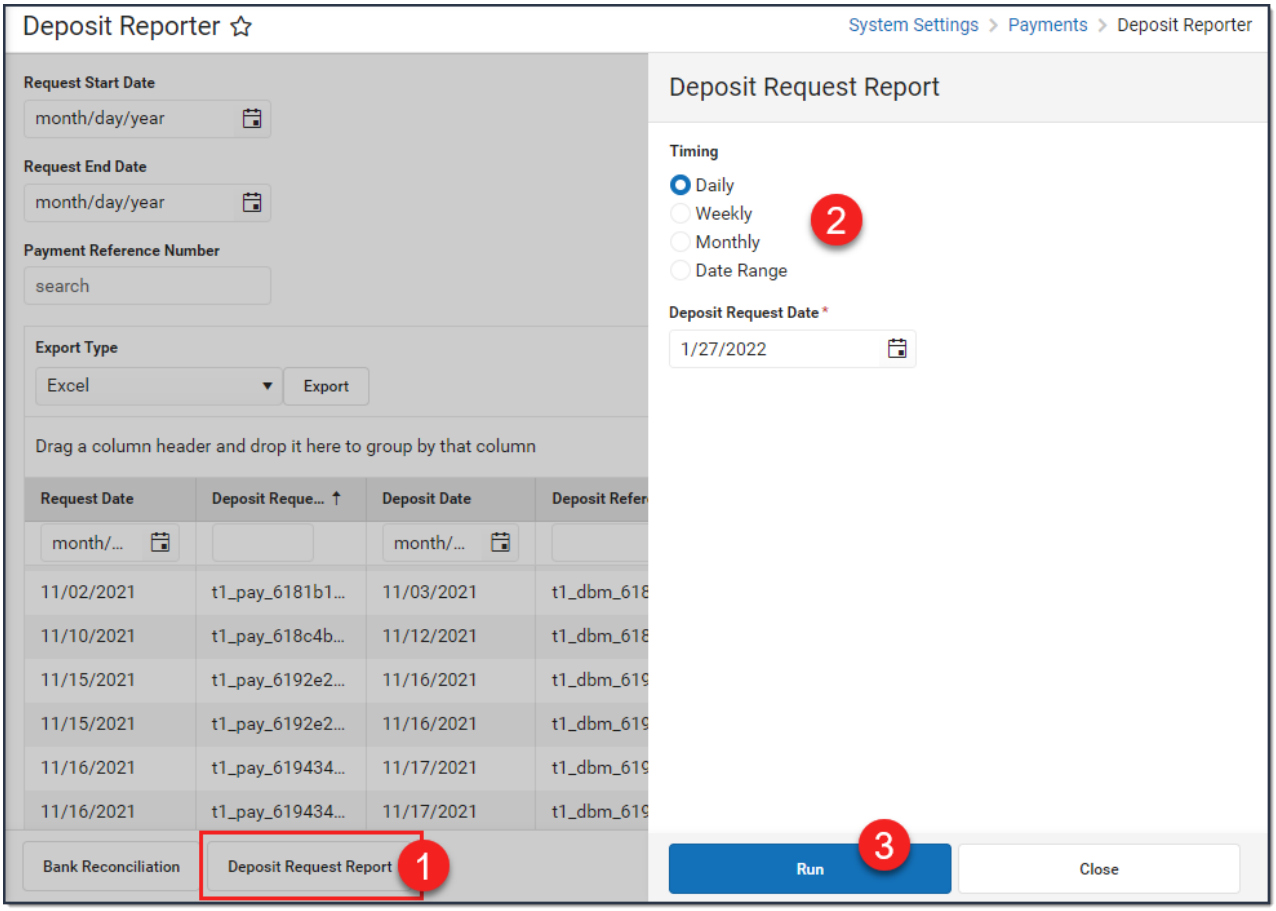
What can I do?	What do I need to know?
• Generate the Report	• Deposit Request Report Example

Generate the Report

To generate the report, click the **Deposit Request Report** button at the bottom of the screen, select one of the following **Timing** options, then click the **Run** button.

Timing Option	Description	Example
Daily	The specific date on which you want to report. Enter or select the **Deposit Request Date**.	
Weekly	The specific week, Monday through Friday, on which you want to report. Enter or select the date for the Monday of the week on which you want to report in the **Week Of** field. If you do not enter a date that falls on a Monday, Campus automatically changes the date to the first previous Monday.	
Monthly	The specific month on which you want to report. Enter or select the month and year in the **Month Of** field.	

Timing Option	Description	Example
Date Range	The specific dates on which you want to report. Enter or select the **Start Date** and **End Date**. The date range is limited to 60 days.	



Deposit Request Report Example

There are three parts to the Deposit Request Report.

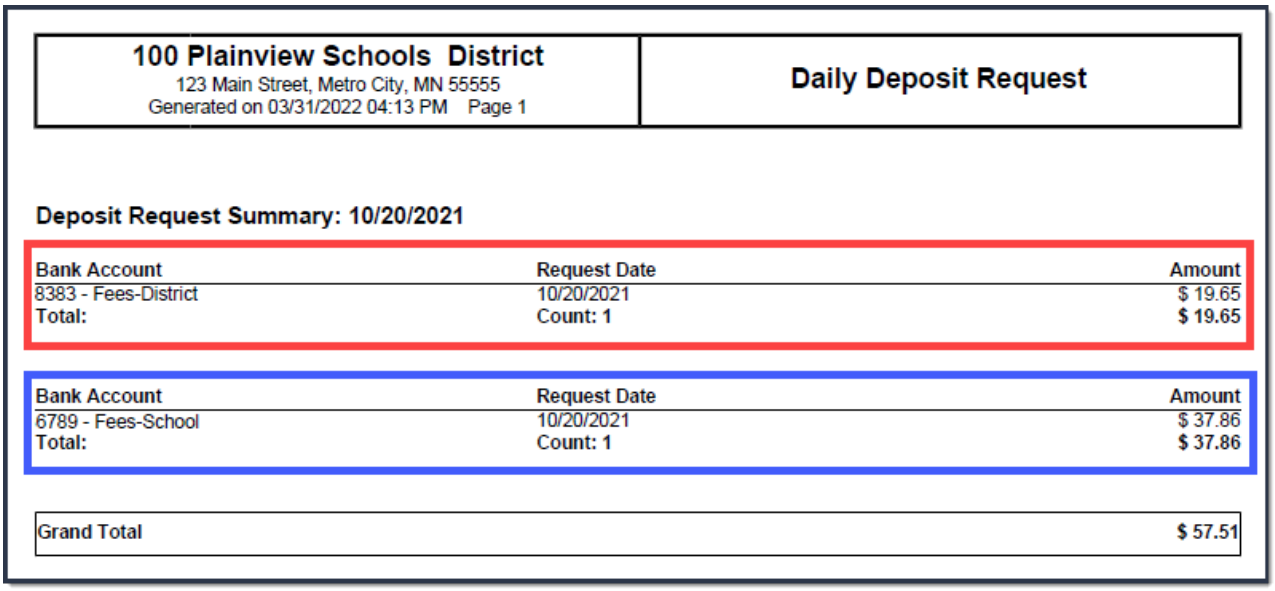
- Part 1 - Summary
- Part 2 - Deposit Details
- Part 3 - Fund Totals

Part 1 - Summary

The Summary section of the report displays the bank accounts, request date(s), and amounts. The Daily Deposit Summary displays the date you selected and all other reports display the applicable date range.

- The last four digits of the bank account and Bank Account ID display in the Bank Account column.
- The Total for the Deposit Request displays after the bank information.
- The Grand Total for all bank accounts displays at the bottom of the first page.

> **Note:** The **Grand Total** includes rollover amounts from the previous linked deposit. Before it is included, the rollover amount is rounded to the nearest penny (Adjust In). The excess amount is subtracted (Adjust Out) and applied to the next deposit.



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123 Main Street, Metro City, MN 55555
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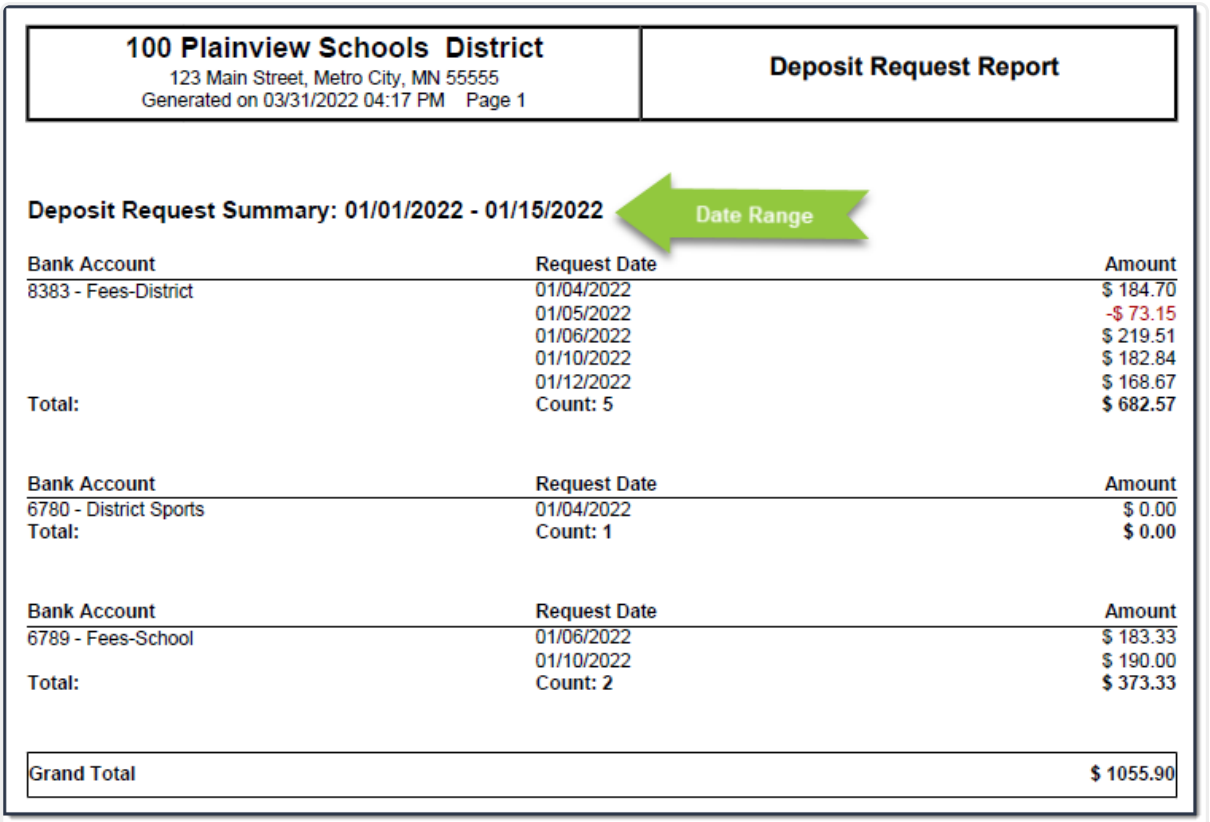
Daily Deposit Request

Deposit Request Summary: 10/20/2021

Bank Account	Request Date	Amount
8383 - Fees-District	10/20/2021	$ 19.65
Total:	**Count: 1**	**$ 19.65**

Bank Account	Request Date	Amount
6789 - Fees-School	10/20/2021	$ 37.86
Total:	**Count: 1**	**$ 37.86**

Grand Total	$ 57.51



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Generated on 03/31/2022 04:17 PM Page 1

Deposit Request Report

Deposit Request Summary: 01/01/2022 - 01/15/2022

Date Range

Bank Account	Request Date	Amount
8383 - Fees-District	01/04/2022	$ 184.70
	01/05/2022	-$ 73.15
	01/06/2022	$ 219.51
	01/10/2022	$ 182.84
	01/12/2022	$ 168.67
Total:	Count: 5	$ 682.57

Bank Account	Request Date	Amount
6780 - District Sports	01/04/2022	$ 0.00
Total:	Count: 1	$ 0.00

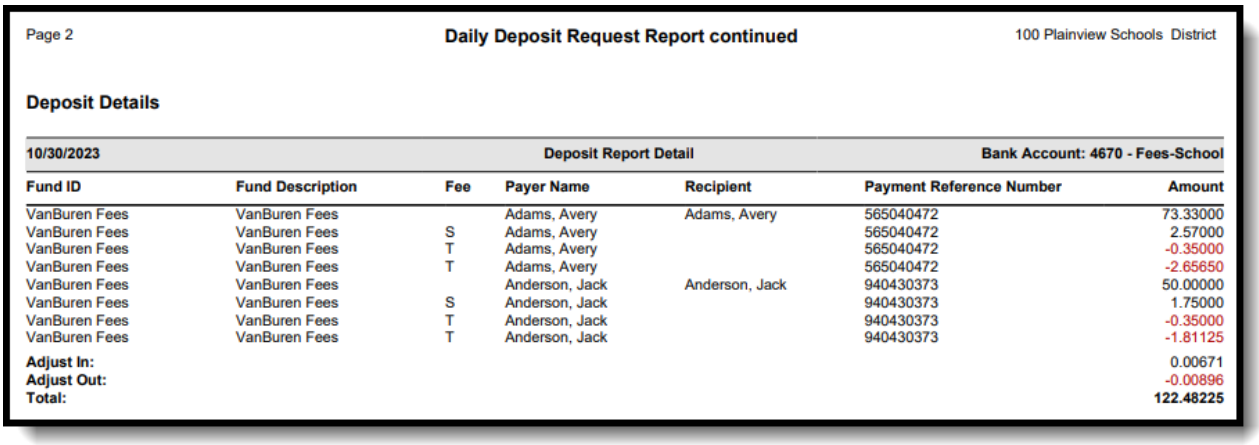
Bank Account	Request Date	Amount
6789 - Fees-School	01/06/2022	$ 183.33
	01/10/2022	$ 190.00
Total:	Count: 2	$ 373.33

Grand Total	$ 1055.90

*Example of the **Date Range** Deposit Request Summary*

Part 2 - Deposit Details

The Deposit Details include the Fund ID, Fund Description, Fee type, Payer Name, Recipient, Payment Reference Number, and Amount grouped by Bank Account. The Payment Reference Number is useful if you need to manually calculate the payment from which the fee(s) originated and verify the fee allocation. There is a Grand Total at the end of this section.



Page 2 — Daily Deposit Request Report continued — 100 Plainview Schools District

Deposit Details

10/30/2023			Deposit Report Detail			Bank Account: 4670 - Fees-School
Fund ID	Fund Description	Fee	Payer Name	Recipient	Payment Reference Number	Amount
VanBuren Fees	VanBuren Fees		Adams, Avery	Adams, Avery	565040472	73.33000
VanBuren Fees	VanBuren Fees	S	Adams, Avery		565040472	2.57000
VanBuren Fees	VanBuren Fees	T	Adams, Avery		565040472	-0.35000
VanBuren Fees	VanBuren Fees	T	Adams, Avery		565040472	-2.65650
VanBuren Fees	VanBuren Fees		Anderson, Jack	Anderson, Jack	940430373	50.00000
VanBuren Fees	VanBuren Fees	S	Anderson, Jack		940430373	1.75000
VanBuren Fees	VanBuren Fees	T	Anderson, Jack		940430373	-0.35000
VanBuren Fees	VanBuren Fees	T	Anderson, Jack		940430373	-1.81125
Adjust In:						0.00671
Adjust Out:						-0.00896
Total:						122.48225

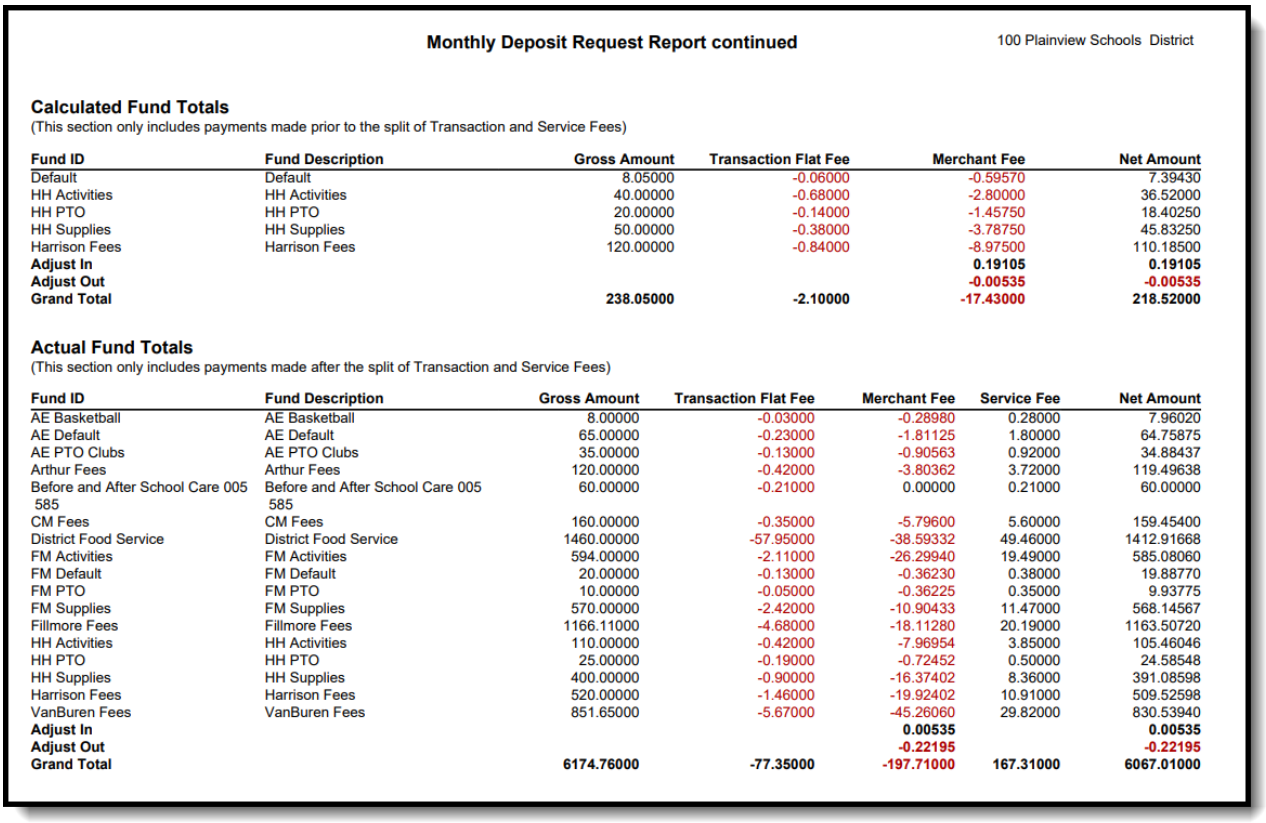
Part 3 - Fund Totals

The third part of this report displays totals by Fund ID, listed in the Calculated Fund Totals or

Actual Fund Totals sections. The Calculated Fund Totals section only includes payments made while the 'Split Transaction and Service Fees' checkbox is not checked and the Actual Fund Totals section will only include payments made while the 'Split Transaction and Service Fees' checkbox is checked.

The Calculated Fund Totals section will display the gross amount by Fund ID, followed by the calculated Transaction Flat Fee and Merchant Fees that belong to each Fund ID.

The Actual Fund Totals section will only display if the 'Split Transaction and Service Fees' checkbox has been enabled within the Payments Setup Settings. This section will display how the Transaction Flat Fee and Merchant Fees were actually split by Fund ID. The Service Fee column will also display along the top of the section since it is no longer being separated into its own Fund ID. Once enabled, the Calculated Fund Totals section will only display if there are non-split transactions included within the report.



Monthly Deposit Request Report continued 100 Plainview Schools District

Calculated Fund Totals
(This section only includes payments made prior to the split of Transaction and Service Fees)

Fund ID	Fund Description	Gross Amount	Transaction Flat Fee	Merchant Fee	Net Amount
Default	Default	8.05000	-0.06000	-0.59570	7.39430
HH Activities	HH Activities	40.00000	-0.68000	-2.80000	36.52000
HH PTO	HH PTO	20.00000	-0.14000	-1.45750	18.40250
HH Supplies	HH Supplies	50.00000	-0.38000	-3.78750	45.83250
Harrison Fees	Harrison Fees	120.00000	-0.84000	-8.97500	110.18500
Adjust In				**0.19105**	**0.19105**
Adjust Out				**-0.00535**	**-0.00535**
Grand Total		**238.05000**	**-2.10000**	**-17.43000**	**218.52000**

Actual Fund Totals
(This section only includes payments made after the split of Transaction and Service Fees)

Fund ID	Fund Description	Gross Amount	Transaction Flat Fee	Merchant Fee	Service Fee	Net Amount
AE Basketball	AE Basketball	8.00000	-0.03000	-0.28980	0.28000	7.96020
AE Default	AE Default	65.00000	-0.23000	-1.81125	1.80000	64.75875
AE PTO Clubs	AE PTO Clubs	35.00000	-0.13000	-0.90563	0.92000	34.88437
Arthur Fees	Arthur Fees	120.00000	-0.42000	-3.80362	3.72000	119.49638
Before and After School Care 005 585	Before and After School Care 005 585	60.00000	-0.21000	0.00000	0.21000	60.00000
CM Fees	CM Fees	160.00000	-0.35000	-5.79600	5.60000	159.45400
District Food Service	District Food Service	1460.00000	-57.95000	-38.59332	49.46000	1412.91668
FM Activities	FM Activities	594.00000	-2.11000	-26.29940	19.49000	585.08060
FM Default	FM Default	20.00000	-0.13000	-0.36230	0.38000	19.88770
FM PTO	FM PTO	10.00000	-0.05000	-0.36225	0.35000	9.93775
FM Supplies	FM Supplies	570.00000	-2.42000	-10.90433	11.47000	568.14567
Fillmore Fees	Fillmore Fees	1166.11000	-4.68000	-18.11280	20.19000	1163.50720
HH Activities	HH Activities	110.00000	-0.42000	-7.96954	3.85000	105.46046
HH PTO	HH PTO	25.00000	-0.19000	-0.72452	0.50000	24.58548
HH Supplies	HH Supplies	400.00000	-0.90000	-16.37402	8.36000	391.08598
Harrison Fees	Harrison Fees	520.00000	-1.46000	-19.92402	10.91000	509.52598
VanBuren Fees	VanBuren Fees	851.65000	-5.67000	-45.26060	29.82000	830.53940
Adjust In				**0.00535**		**0.00535**
Adjust Out				**-0.22195**		**-0.22195**
Grand Total		**6174.76000**	**-77.35000**	**-197.71000**	**167.31000**	**6067.01000**