

Deposit Request Report

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

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 .	Timing Daily Weekly Monthly Date Range Deposit Request Date * 1/1/2022
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.	Timing Daily Weekly Monthly Date Range Week Of * 1/17/2022
Monthly	The specific month on which you want to report. Enter or select the month and year in the Month Of field.	Timing Daily Weekly Monthly Date Range Month Of * January 2022



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.	Timing Daily Weekly Monthly Date Range Start Date * 1/1/2022 End Date * 1/28/2022

Deposit Report	ter ☆			System Settings > Payments > Deposit Reporter
Request Start Date				Deposit Request Report
month/day/year	Ť.			
Request End Date				Timing
month/day/year	Ċ.			Weekly
Payment Reference Nun	nber			Monthly
search				Date Range
Export Type				1/27/2022
Excel	▼ Export			
Drag a column head	der and drop it here to	group by that column	n	
Request Date	Deposit Reque †	Deposit Date	Deposit Refer	
month/		month/		
11/02/2021	t1_pay_6181b1	11/03/2021	t1_dbm_618	
11/10/2021	t1_pay_618c4b	11/12/2021	t1_dbm_618	
11/15/2021	t1_pay_6192e2	11/16/2021	t1_dbm_619	
11/15/2021	t1_pay_6192e2	11/16/2021	t1_dbm_619	
11/16/2021	t1_pay_619434	11/17/2021	t1_dbm_619	
11/16/2021	t1_pay_619434	11/17/2021	t1_dbm_619	
Bank Reconciliation	Deposit Request Re	port		Run Close

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.

100 Plainview Scl 123 Main Street, Metro Generated on 03/31/2022	OCITY, MN 55555 04:13 PM Page 1	Daily Deposit Request	
Deposit Request Summary: 1	0/20/2021		
Bank Account 8383 - Fees-District Total:	Request Da 10/20/2021 Count: 1	ate A	4mount \$ 19.65 \$ 19.65
Bank Account 6789 - Fees-School Total:	Request Da 10/20/2021 Count: 1	ate A	4mount \$ 37.86 \$ 37.86
Grand Total			\$ 57.51



100 Plainview Scho 123 Main Street, Metro C Generated on 03/31/2022 04	ools District ity, MN 55555 ::17 PM Page 1	Deposit Request Report
Deposit Request Summary: 01/0	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
Total	01/12/2022 County 5	\$ 108.0/ ¢ 692.57
Bank Account 6780 - District Sports Total:	Request Date 01/04/2022 Count: 1	Amount \$ 0.00 \$ 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	e of the Date Range Dep	posit 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	t Detail	Bank Account: 46	70 - Fees-School
Fund ID	Fund Description	Fee	Payer Name	Recipient	Payment Reference Number	Amount
VanBuren Fees VanBuren Fees VanBuren Fees VanBuren Fees VanBuren Fees VanBuren Fees VanBuren Fees	VanBuren Fees VanBuren Fees VanBuren Fees VanBuren Fees VanBuren Fees VanBuren Fees VanBuren Fees VanBuren Fees	S T T S T T	Adams, Avery Adams, Avery Adams, Avery Adams, Avery Anderson, Jack Anderson, Jack Anderson, Jack Anderson, Jack	Adams, Avery Anderson, Jack	565040472 565040472 565040472 565040472 940430373 940430373 940430373 940430373	73.33000 2.57000 -0.35000 -2.65650 50.00000 1.75000 -0.35000 -1.81125
Adjust In: Adjust Out: Total:						0.00671 -0.00896 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 D	eposit Request Rep	port continued		100 Plainview	Schools District
Calculated Fund Totals						
This section only includes payment	nts made prior to the split of Transaction	and Service Fees)				
Fund ID	Fund Description	Gross Amount	Transaction Flat Fee	Merc	hant Fee	Net Amoun
Default	Default	8.05000	-0.06000		-0.59570	7.39430
H Activities	HH Activities	40.00000	-0.68000		-2.80000	36.52000
H PTO	HH PTO	20.00000	-0.14000		-1.45750	18,40250
H Supplies	HH Supplies	50.00000	-0.38000		-3.78750	45.83250
larrison Fees	Harrison Fees	120.00000	-0.84000		-8.97500	110,18500
diust In					0.19105	0.1910
djust Out					-0.00535	-0.0053
Frand Total		238.05000	-2.10000	-	17.43000	218.52000
····						
This section only moldaes payment						
Fund ID	Fund Description	Gross Amount	Transaction Flat Fee	Merchant Fee	Service Fee	Net Amoun
und ID	Fund Description	Gross Amount	Transaction Flat Fee	Merchant Fee	Service Fee	Net Amoun
Fund ID AE Basketball AE Default	Fund Description AE Basketball AF Default	Gross Amount 8.00000	Transaction Flat Fee -0.03000 -0.23000	Merchant Fee -0.28980 -1.81125	0.28000 1 80000	Net Amoun 7.96020 64 75875
Fund ID E Basketball AE Default AE PTO Clubs	Fund Description AE Basketball AE Default AE PTO Clubs	Gross Amount 8.00000 65.00000 35.00000	-0.03000 -0.23000 -0.13000	Merchant Fee -0.28980 -1.81125 -0.90563	Service Fee 0.28000 1.80000 0.92000	Net Amoun 7.96020 64.75875 34.88433
Fund ID E Basketball E Default E PTO Clubs withur Fees	Fund Description AE Basketball AE Default AE PTO Clubs Arthur Fees	Gross Amount 1 8.00000 65.00000 35.00000 120.00000	-0.03000 -0.23000 -0.13000 -0.42000	Merchant Fee -0.28980 -1.81125 -0.90563 -3.80362	Service Fee 0.28000 1.80000 0.92000 3.72000	Net Amoun 7.96020 64.75875 34.88433 119.49638
Find D KE Basketball KE Default KE PTO Clubs Arthur Fees Jefore and After School Care 005	Fund Description AE Basketball AE Default AE DTO Clubs Arthur Fees Before and After School Care 005	Gross Amount 7 8.00000 65.00000 35.00000 120.00000 60.00000	Transaction Flat Fee -0.03000 -0.23000 -0.13000 -0.42000 -0.21000	Merchant Fee -0.28980 -1.81125 -0.90563 -3.80362 0.00000	Service Fee 0.28000 1.80000 0.92000 3.72000 0.21000	Net Amoun 7.96020 64.75875 34.88433 119.49638 60.0000
Find Sector with Indiades payment IE Basketball IE Default IE PTO Clubs withur Fees Before and After School Care 005 855	Fund Description AE Basketball AE Default AE PTO Clubs Arthur Fees Before and After School Care 005 585	Gross Amount 8.00000 65.00000 35.00000 120.00000 60.00000	Transaction Flat Fee -0.03000 -0.23000 -0.13000 -0.42000 -0.21000	Merchant Fee -0.28980 -1.81125 -0.90563 -3.80362 0.00000	Service Fee 0.28000 1.80000 0.92000 3.72000 0.21000	Net Amoun 7.96020 64.75875 34.88435 119.49638 60.00000
Find the second with induces payment ind the Basketball IVE Basketball IVE Default AF PTO Clubs Verburg Field Verburg After School Care 005 585 M Fees	Fund Description AE Basketball AE Default AE PTO Clubs Arthur Fees Before and After School Care 005 585 CM Fees	Gross Amount 1 8.00000 65.00000 35.00000 120.00000 60.00000 160.00000	Transaction Flat Fee -0.03000 -0.23000 -0.13000 -0.42000 -0.21000 -0.35000	Merchant Fee -0.28980 -1.81125 -0.90563 -3.80362 0.00000 -5.79600	Service Fee 0.28000 1.80000 0.92000 3.72000 0.21000 5.60000	Net Amoun 7.96020 64.75875 34.88433 119.49638 60.00000 159.45400
Fund ID KE Basketball KE Default KE PTO Clubs Arthur Fees Jefore and After School Care 005 585 SM Fees Jostrict Food Service	Fund Description AE Basketball AE Default AE DTO Clubs Arthur Fees Before and After School Care 005 585 CM Fees District Food Service	Gross Amount 8.00000 65.00000 35.00000 120.00000 60.00000 160.00000 1460.00000	Transaction Flat Fee -0.03000 -0.23000 -0.13000 -0.42000 -0.21000 -0.25000 -57.95000	Merchant Fee -0.28980 -1.81125 -0.90563 -3.80362 0.00000 -5.79600 -38.59332	Service Fee 0.28000 1.80000 0.92000 3.72000 0.21000 5.60000 49.46000	Net Amoun 7.9602(64.7587) 34.8843 119.4963 60.0000(159.4540(1412.9166)
Sund ID E Basketball KE Default LE PTO Clubs withur Fees Jefore and After School Care 005 885 District Food Service M Activities	Fund Description AE Basketball AE Default AE PTO Clubs Arthur Fees Before and After School Care 005 585 CM Fees District Food Service FM Activities	Gross Amount 1 8.00000 65.00000 35.00000 120.00000 120.00000 60.00000 160.00000 1460.00000 594.00000 594.00000	Transaction Flat Fee -0.03000 -0.23000 -0.13000 -0.42000 -0.21000 -0.21000 -57.95000 -2.11000	Merchant Fee -0.28980 -1.81125 -0.90563 -3.80362 0.00000 -5.79600 -38.59332 -26.29940	Service Fee 0.28000 1.80000 0.92000 3.72000 0.21000 5.60000 49.46000 19.49000	Net Amoun 7.96020 64.75877 34.88433 119.49638 60.00000 159.45400 1412.91666 585.08060
Final decision with induces payment indial D IE Basketball IE Default IE PTO Clubs Verburg Verburg Verburg M Fees Statrict Food Service M Activities M Default M Default	Fund Description AE Basketball AE Default AE PTO Clubs Arthur Fees Before and After School Care 005 585 CM Fees District Food Service FM Activities FM Default	Gross Amount 1 8.00000 65.00000 35.00000 120.00000 120.00000 60.00000 160.00000 1460.00000 594.00000 20.00000	Transaction Flat Fee -0.03000 -0.23000 -0.13000 -0.42000 -0.21000 -0.35000 -57.95000 -2.11000 -0.13000	Merchant Fee -0.28980 -1.81125 -0.90563 -3.80362 0.00000 -5.79600 -38.59332 -26.29940 -0.36230	Service Fee 0.28000 1.80000 0.92000 3.72000 0.21000 5.60000 49.46000 19.49000 0.38000	Net Amoun 7.9602(64.7587; 34.8843; 119.4963(60.0000) 159.45400 1412.9166(585.0806(19.8877(
Fund ID Fund ID KE Basketball KE Default KE PTO Clubs Arthur Fees Sefore and After School Care 005 585 SM Fees Sistrict Food Service M Activities M Default M Default M PTO	Fund Description AE Basketball AE Default AE PTO Clubs Arthur Fees Before and After School Care 005 585 CM Fees District Food Service FM Activities FM Default FM PTO	Gross Amount 8.00000 65.00000 35.00000 120.00000 60.00000 1460.00000 1460.00000 594.00000 20.00000 10.00000	Transaction Flat Fee -0.03000 -0.23000 -0.3000 -0.42000 -0.21000 -0.35000 -57.95000 -2.11000 -0.13000 -0.13000	Merchant Fee -0.28980 -1.81125 -0.90563 -3.80362 0.00000 -5.79600 -38.59332 -26.29940 -0.36230 -0.36225	Service Fee 0.28000 1.80000 0.92000 3.72000 0.21000 5.60000 49.46000 19.49000 0.38000 0.35000	Net Amoun 7.96020 64.75872 34.88433 119.49638 60.00000 159.45400 1412.91668 585.08060 19.88770 9.93775
iund ID E Basketball EE Basketball EE Default EPTO Clubs trithur Fees Jefore and After School Care 005 855 M Fees Jistrict Food Service M Activities M Default M PTO M Supplies	Fund Description AE Basketball AE Default AE PTO Clubs Arthur Fees Before and After School Care 005 585 CM Fees District Food Service FM Activities FM Default FM Default FM PTO FM Supplies	Gross Amount 1 8.00000 65.00000 35.00000 120.00000 120.00000 60.00000 1460.00000 594.00000 20.00000 10.00000 570.00000 570.00000	Transaction Flat Fee -0.03000 -0.23000 -0.13000 -0.42000 -0.21000 -0.35000 -57.95000 -2.11000 -0.13000 -0.05000 -2.42000	Merchant Fee -0.28980 -1.81125 -0.90563 -3.80362 0.00000 -5.79600 -38.59332 -26.29940 -0.36230 -0.36235 -10.90433	Service Fee 0.28000 1.80000 0.92000 3.72000 0.21000 5.60000 49.46000 19.49000 0.35000 11.47000	Net Amoun 7.9602C 64.75875 34.88433 119.49633 60.00000 159.45400 1412.91664 585.08066 19.88770 9.93775 568.14565
Fund ID E Basketball VE Default LE Default LE PTO Clubs Virthur Fees Sefore and After School Care 005 585 M Fees District Food Service M Activities M Default M Default M PTO M Supplies illmore Fees	Fund Description AE Basketball AE Default AE PTO Clubs Arthur Fees Before and After School Care 005 585 CM Fees District Food Service FM Activities FM Default FM PTO FM Supplies Fillmore Fees	Gross Amount 1 8.00000 65.00000 35.00000 120.00000 120.00000 60.00000 1460.00000 594.00000 20.00000 10.00000 570.00000 1166.11000	Transaction Flat Fee -0.03000 -0.23000 -0.13000 -0.42000 -0.21000 -0.35000 -57.95000 -2.11000 -0.13000 -0.13000 -0.458000	Merchant Fee -0.28980 -1.81125 -0.90563 -3.80362 0.00000 -5.79600 -38.59332 -26.29940 -0.36230 -0.36225 -10.90433 -18.11280	Service Fee 0.28000 1.80000 0.92000 3.72000 0.21000 5.60000 49.46000 19.49000 0.38000 0.35000 11.47000 20.19000	Net Amoun 7.9602 64.7587 34.8843 119.4963 60.0000 159.4540 1412.9166 555.0806 19.8877 9.9377 568.1456 1163.5072
Final decision with induces polytect Fund ID IE Basketball IE Default IE PTO Clubs Withur Fees Before and After School Care 005 585 M Fees Sistrict Food Service M Activities M Default M Default M PTO M Supplies Illimore Fees HI Activities	Fund Description AE Basketball AE Default AE PTO Clubs Arthur Fees Before and After School Care 005 585 CM Fees District Food Service FM Activities FM Default FM PTO FM Supplies Fillmore Fees HH Activities	Gross Amount 1 8.00000 65.00000 35.00000 35.00000 120.00000 60.00000 160.00000 1460.00000 20.00000 594.00000 10.00000 577.00000 1166.11000 110.00000	Transaction Flat Fee -0.03000 -0.23000 -0.3000 -0.42000 -0.21000 -0.35000 -57.95000 -2.11000 -0.13000 -0.1000 -0.42000 -0.42000	Merchant Fee -0.28980 -1.81125 -0.90563 -3.80362 0.00000 -5.79600 -38.59332 -26.29940 -0.36225 -10.90433 -18.11280 -7.96954	Service Fee 0.28000 1.80000 0.92000 3.72000 0.21000 5.60000 49.46000 19.49000 0.38000 0.35000 11.47000 20.19000 3.85000	Net Amoun 7.9602 64.7587 34.8843 119.4963 60.0000 159.45400 1412.9166 555.0806 19.8877 9.9377 568.1456 1163.5072 105.4604
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