

Deposit Request Report

Last Modified on 12/14/2025 8:45 pm CST

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?
<ul style="list-style-type: none"> Generate the Report 	<ul style="list-style-type: none"> 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 .	<div> Timing <input checked="" type="radio"/> Daily <input type="radio"/> Weekly <input type="radio"/> Monthly <input type="radio"/> Date Range </div> <div> Deposit Request Date * 1/1/2022 </div>
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.	<div> Timing <input type="radio"/> Daily <input checked="" type="radio"/> Weekly <input type="radio"/> Monthly <input type="radio"/> Date Range </div> <div> Week Of * 1/17/2022 </div>
Monthly	The specific month on which you want to report. Enter or select the month and year in the Month Of field.	<div> Timing <input type="radio"/> Daily <input type="radio"/> Weekly <input checked="" type="radio"/> Monthly <input type="radio"/> Date Range </div> <div> Month Of * January 2022 </div>

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.	<div>Timing</div> <div> <input type="radio"/> Daily <input type="radio"/> Weekly <input type="radio"/> Monthly <input checked="" type="radio"/> Date Range </div> <div>Start Date *</div> <div>1/1/2022</div> <div>End Date *</div> <div>1/28/2022</div>

Deposit Reporter ☆
System Settings > Payments > Deposit Reporter

Request Start Date
month/day/year

Request End Date
month/day/year

Payment Reference Number
search

Export Type
Excel Export

Drag a column header and drop it here to group by that column

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 Report 1

Deposit Request Report

Timing
☒ Daily 2
 ☐ Weekly
 ☐ Monthly
 ☐ Date Range

Deposit Request Date *
1/27/2022

Run 3
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 Schools District 123 Main Street, Metro City, MN 55555 Generated on 03/31/2022 04:13 PM Page 1		Daily Deposit Request
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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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100 Plainview Schools District

123 Main Street, Metro City, MN 55555
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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
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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.

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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