Bank Accounts

Last Modified on 12/16/2024 3:56 pm CST

Documentation

Important Information about this Tool | Add a Bank Account | Delete a Bank Account | Inactivate a Bank Account | Print the Payment Bank Account Report | Field Descriptions

Tool Search: Payments Setup

The Bank Accounts area allows you to establish which bank accounts are available for district or school use. This information is crucial for informing the payment vendor and Campus Payments which transactions apply to which bank account.

To further enhance security, in order to add or make changes to bank accounts two-factor authentication or single sign on is required. Supportive Bank Account documentation (a voided check, bank statement or a bank letter) is also needed for validation in order for disbursements to process. Once a bank account change is made, a Campus Support case should be opened to provide the necessary documentation.

To learn more about enabling two-factor authentication, review Enabling Device-Based Two-Factor Authentication and Two-Factor Authentication Options.

What can I do?	What do I need to know?
• Add a Bank Account • Delete a Bank Account • Inactivate a Bank Account • Print the Payment Bank Account Report	• Important Information about this Tool • Field Descriptions

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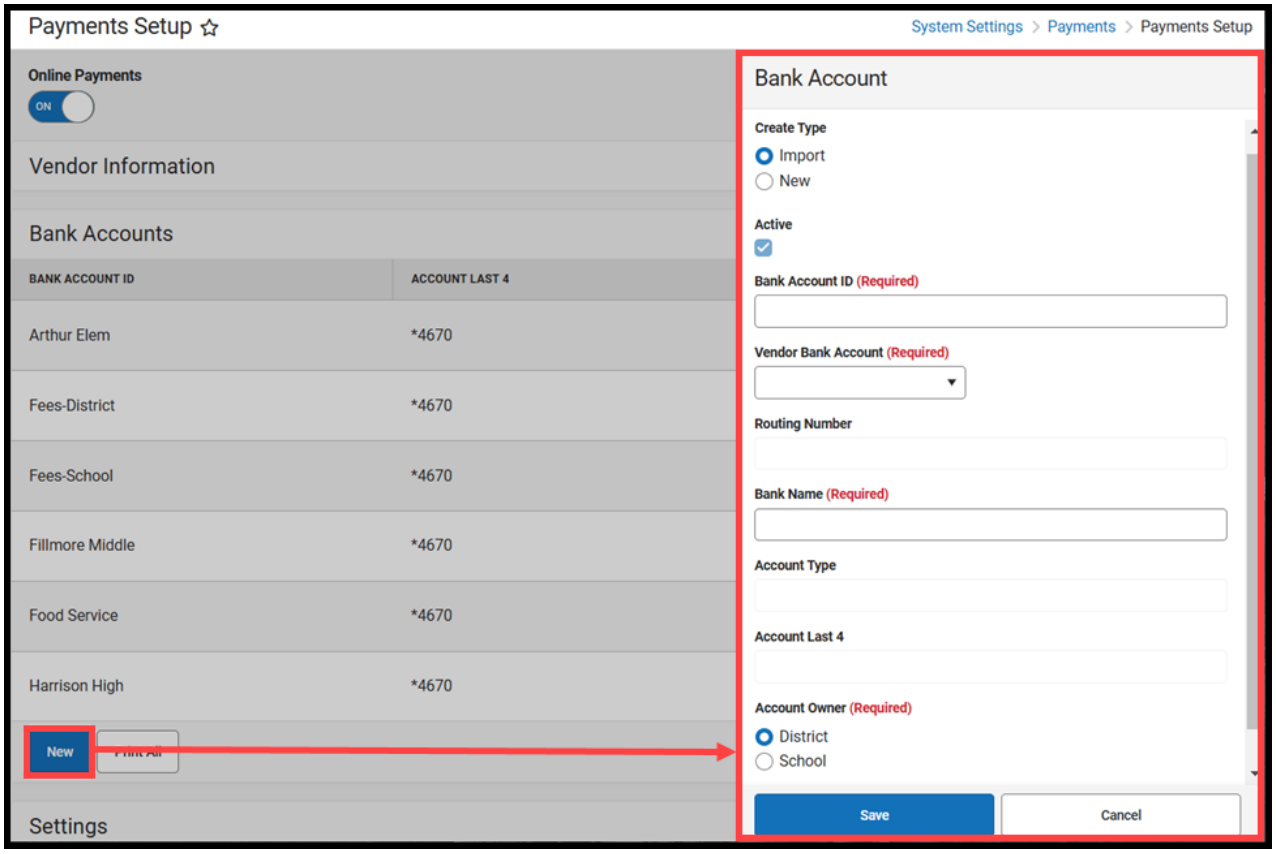

Important Information about this Tool

- If a school is not assigned as the Account Owner for any bank accounts, transactions for that school are deposited into the District bank accounts.
- When adding a new Bank Account (not a Bank Account ID), the Bank Account goes through a validation process when the first deposit is made to that bank. If the deposit is successful, the Bank Account is validated and all deposits going forward are processed normally. If the first deposit fails, Campus labels the bank **Invalid** and sends a Process Alert with the subject "New Bank Account Invalid - ACTION NEEDED." Clicking on the Process Alert will take you to the Payments Setup tool where you can edit the invalid Bank Account. After you edit the Bank Account, the the Bank Account goes through the validation process again.

- You cannot delete a Bank Account if transactions have already occurred; however, you can inactivate the Bank Account.
- Once a Bank Account is made inactive, it cannot be made active again.

Add a Bank Account

1. Expand the Bank Accounts area by clicking the **Bank Accounts** header.

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2. Click the **New** button.
   Result
   The Bank Account Panel displays.
3. Select the **Create Type**.

If New was selected and single sign on was not used to log in, two-factor authentication is required to add or make changes to a bank account. Upon selecting Save, you will be prompted to enter the code provided by your authenticator application.

4. Use the information in the Field Descriptions area to complete all of the fields.
5. Click the **Save** button.
   Result
   The Bank Account is saved and visible on the Online Payments Setup screen.

Delete a Bank Account

Bank Accounts cannot be deleted if transactions have already occurred.

1. Expand the Bank Accounts area by clicking the **Bank Accounts** header.
2. Select the Bank Account you want to delete.
   Result
   The Bank Account Panel displays.
3. Click the **Delete** button.
   Result
   A confirmation message displays.
4. Click **OK**.

Inactivate a Bank Account

CAUTION

When a Bank Account is made inactive, Campus also deactivates all Fund Accounts associated with the Bank Account.

This action cannot be undone. Once a Bank Account is inactive, it cannot be made active again.

The payments platform may still need to deposit money to your Bank Account if there are transactions that have not completed. If you have closed your account with your financial institution, future disbursements from the payments platform to the inactive Bank Account will fail.

If you are creating new Bank Accounts in Campus, first attach your Fund Account IDs to the new Bank Account in Campus. Then you must wait until all payment transactions are deposited into the old Bank Account. Once all deposits for the old Bank Account are complete, you can

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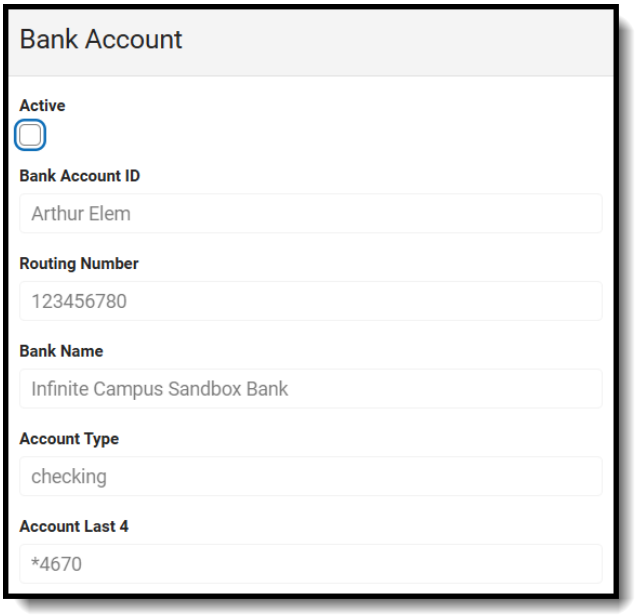
inactivate the old Bank Account in Campus.

1. Expand the Bank Accounts area by clicking the **Bank Accounts** header.
2. Select the Bank Account you want to deactivate.
   Result
   The Bank Account panel displays.
3. Clear the **Active** checkbox.



4. Click the **Save** button.
   Result
   The Bank Account is saved and visible on the Online Payments Setup screen. All Fund Accounts still associated with the Bank Account are also deactivated.

Print the Payment Bank Account Report

The Payment Bank Account Report provides comprehensive information about all of the banks you have set up in the district. This report is only available when **All Schools** is selected in the Campus toolbar.

To print the PDF report, click the **Print All** button.

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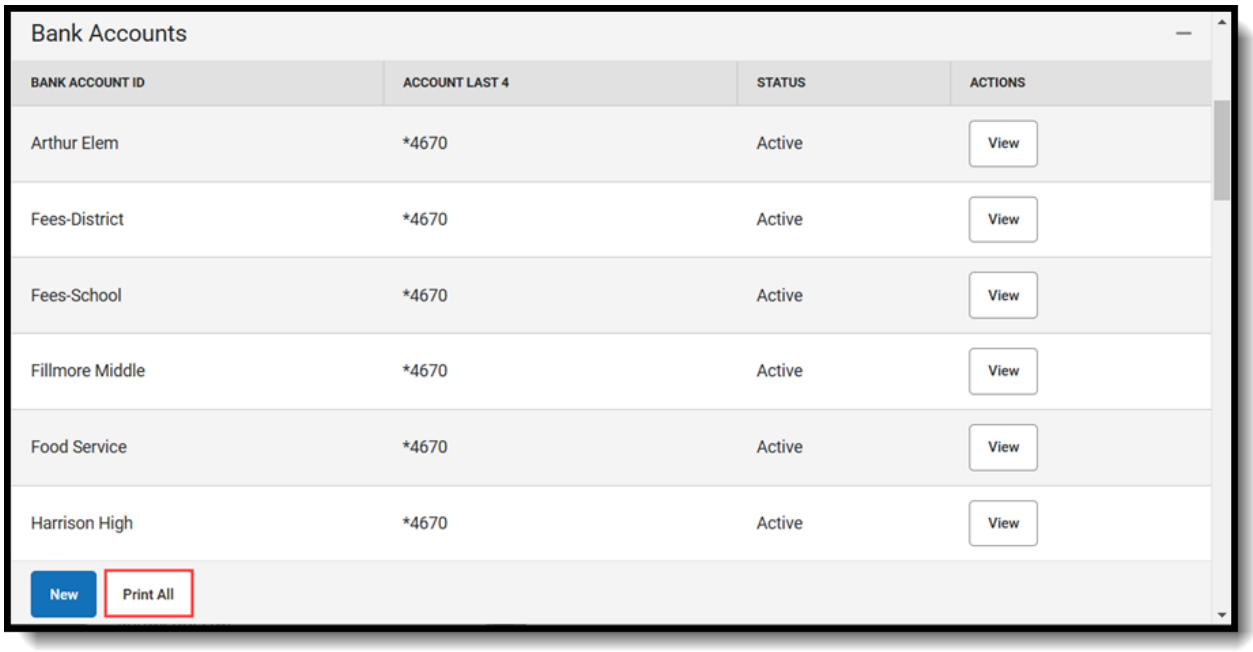

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Payment Bank Account Report

	Bank Account ID	Bank Name	Routing Number	Account Last 4	Account Owner	Active
1.	Fees-District	Infinite Campus Sandbox Bank	123456780	4670	District	Yes
2.	Fees-School	Infinite Campus Sandbox Bank	123456780	4670	Arthur Elementary Carter Middle Fillmore Middle School Harrison High Taylor K-8 Van Buren High School	Yes
3.	Food Service	Infinite Campus Sandbox Bank	123456780	4670	District	Yes

Example Payment Bank Account Report

Field Descriptions

Bank Account Panel

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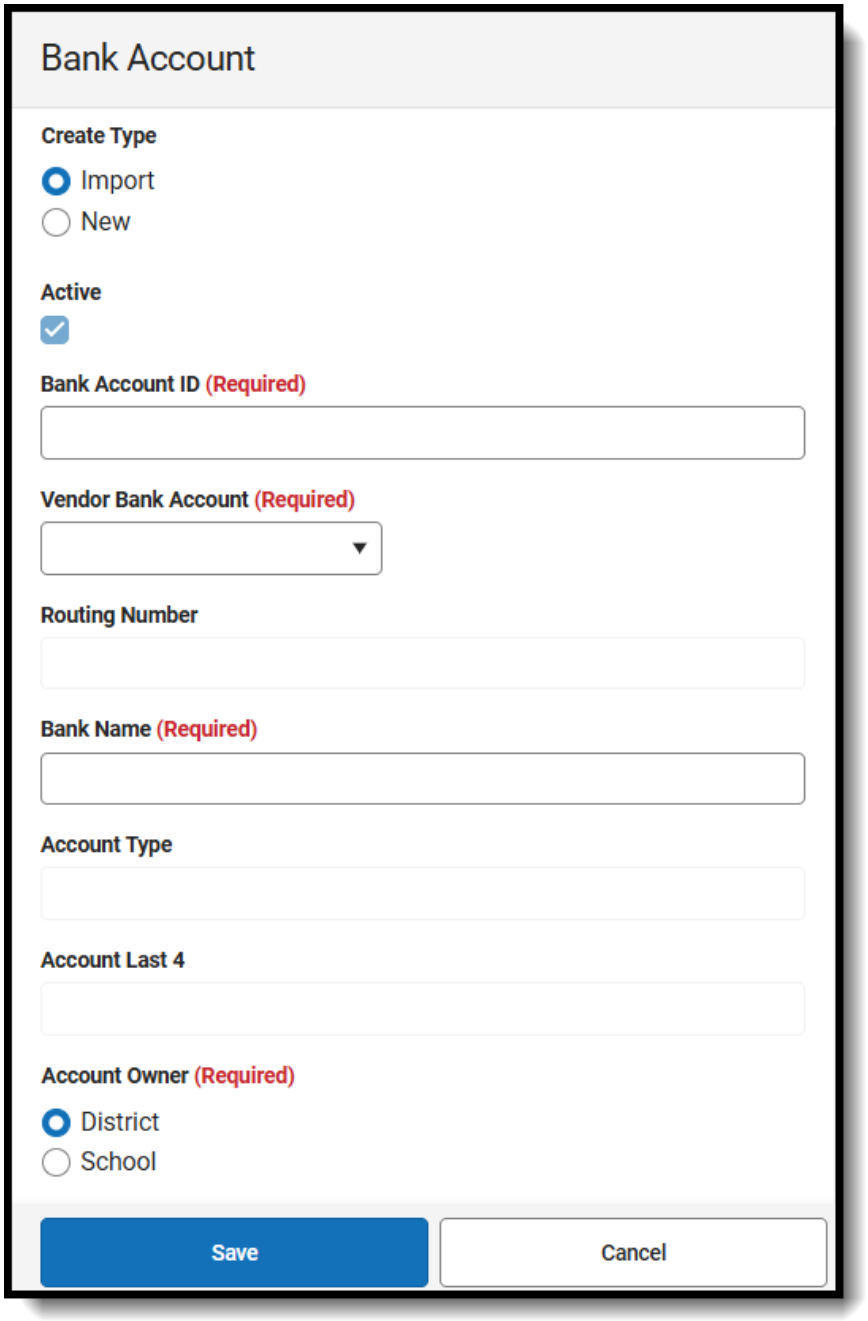

Field	Description
Create Type	Select **Import** if you want to use a bank account that is already set up in the payment platform. When you select this option, Campus automatically provides the Routing Number, Bank Name, and account information. Select **New** if this is the first time you are entering this bank account's information.

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Field	Description
Active	Active bank accounts are available to send and receive transactions. When the Bank Account is active, it can be associated with a Fund Account. Inactive bank accounts are not currently in use. **CAUTION** Once a Bank Account is made inactive, it cannot be made active again. When you inactivate a Bank Account, Campus also deactivates all Fund Accounts associated with the Bank Account.
Bank Account ID	The Bank Account ID is the unique district-defined name used to distinguish different accounts in Campus. Users are encouraged to create account names which describe the bank account's owner, location, or department; e.g., District, Elementary School, Food Service, etc.
Vendor Bank Account	This dropdown list provides a comprehensive list of Bank Accounts set up with the payment vendor and only displays when you choose the **Create Type** option *Import*. Vendor Bank Accounts are tied to your Merchant Account ID. If the Vendor Bank Account dropdown list is empty, verify your Merchant Account ID is entered correctly in the Vendor Information area.
Routing Number	The bank's routing number. If you imported a bank account that was already set up, this field is read-only.
Bank Name	The Bank Name established with the payment vendor. If you imported a bank account that was already set up, this field is read-only.
Account Type	Indicates whether the account is a checking or savings account. If you imported a bank account that was already set up, this field is read-only.
Account Last 4	**Import Only** The last 4 digits of the bank account. This field is read-only.
Account Number	**New Only** The complete bank account number.

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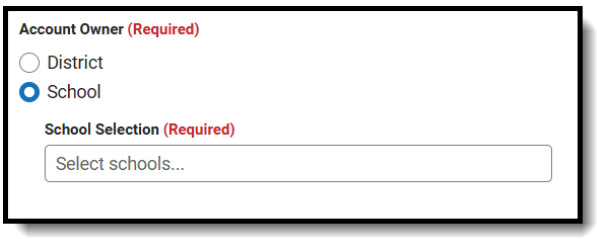
Field	Description
Account Owner	• **District** - Defines the District as the Bank Account owner. Schools cannot select this bank when setting up Fund Accounts. • **School** - Allows users to select which individual school(s) are assigned to the bank account. Only schools selected in this option are able to use this bank account. To add additional schools, click inside the School field. A dropdown list displays with all of the schools you may add. 

Video

This video demonstrates how to create bank accounts for online payments.

Previous Versions

- Bank Accounts (Payments Setup) - Video [.2231 - .2331]

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