

# All Payments Export

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

The backend updates required for the All Payments Export were incorporated in campus version 2535. The date appearing on the All Payments Export tool indicates when the district applied that update.

The All Payments Export provides a single CSV export of cash, check, and card payments recorded in Campus for a selected date range. All product areas that can take payments in Campus are available for selection on the All Payments Export, including those your district may not have enabled.

The following transaction types are not currently included in the All Payments Export:

- Dependent Care refunds
- Food Service Transfers
- Food Service Adjustments
- Dispute withdrawals
- Fees surplus refunds
- Fees payments using surplus
- Fees "Make Deposit" payments

All Payments Export ★
System Settings > Payments > All Payments Export

### Export Details

Data within this export will be limited to 08/06/2025 and later.

**Instructions:**

Export payment transaction data as a .CSV file for a given date range. Optionally, narrow the export to certain product areas or fields. Transaction and service fees can be included if desired. Larger export ranges will increase the time needed to generate the export.

**Export Range:**

Start Date: (Required)  
month/day/year hour:...

End Date: (Required)  
month/day/year hour:...

**Filters:**

**Product Area: (Required)**

Select Product Area...
Select All
Clear

**Columns to Export: (Required)**

Select Columns to Export...
Select All
Clear

**Include Transaction Fees:**

☐

**Include Service Fees:**

☐

Export

## Generate an Export

1. Enter a Start and End Date.
2. Select which Product Areas to add by entering them in the field or clicking Select All.
3. Select which Columns to Export by entering them in the field or clicking Select All.
4. (Optional) Mark the Include Transaction Fees or Include Service Fees to add those transactions.
5. Click **Export**. An .CSV file will be downloaded with all the selected filters in the chosen date range.

## Export Column Descriptions

Column	Description
<b>Payment Date</b>	The date on which the payment was made.
<b>Payer Name</b>	The name of the person who made the payment. This column will only show a name if the payer is a logged-in Infinite Campus user.
<b>Purchase Source</b>	Shows where the transaction occurred. <ul style="list-style-type: none"> <li>• Portal</li> <li>• Parent Portal</li> <li>• Student Portal</li> <li>• Employee Self Service</li> <li>• Card Present Processing</li> <li>• Public Store</li> <li>• Recurring</li> <li>• Refund</li> <li>• Reversal</li> <li>• Failed Transaction</li> <li>• Campus Payments App</li> <li>• Activity Roster</li> <li>• Fees</li> <li>• Food Service</li> <li>• POS Terminal</li> </ul>
<b>Payment Method</b>	Shows what was used to make the payment; e.g., cash, type of credit card, or check.
<b>Deposit Amount</b>	The exact amount of money that makes up the deposit.
<b>Bank Account</b>	The bank account associated with the Fund ID.

Column	Description
<b>Description</b>	<p>A description of the fee.</p> <p>If the 'Split Transaction and Service Fees' checkbox has been enabled within the <a href="#">Payments Setup Settings</a>, any transaction or service fee involving a split will be designated with '(Split)' in its description.</p>
<b>Recipient</b>	<p>The person receiving items purchased in the School Store or the student who was registered for an activity.</p> <p>If an item was purchased and paid through the Campus Mobile Payments app, the student's name appears if the student number was entered at the time of the purchase.</p>
<b>Payment Reference Number</b>	<p>This number is automatically generated by the payments platform and is a unique identifier for a specific transaction.</p>
<b>Check Number</b>	<p>The reference number associated with the check when used for a payment.</p>
<b>Transaction Status</b>	<p>The current state of the transaction. See the <a href="#">Transaction Status</a> topic for more information.</p> <ul style="list-style-type: none"> <li>• Completed</li> <li>• Exception</li> <li>• Canceled</li> <li>• Pending</li> <li>• Returned</li> <li>• Return Void</li> <li>• Revoked</li> <li>• Resolved</li> </ul>
<b>Fund ID</b>	<p>The unique identifier for the Fund Account. Fund ID is unique and the same Fund ID cannot be used at different schools.</p>
<b>Fund Description</b>	<p>A description of the Fund Account.</p>
<b>Deposit Date</b>	<p>The date when the payment platform deposits the money into the bank accounts.</p>
<b>Return Date</b>	<p>After a refund is made, the details include this Return Date and the Offset Transaction Reference Number.</p>
<b>Card Entry Method</b>	<p>Shows whether a credit/debit card payment was typed in manually, swiped, or processed through the Campus Mobile Payments app using a chip insert or tap (EMV). If the payment method was not a credit or debit card, this column will appear blank.</p>
<b>Product Area</b>	<p>The Campus product area where the payment originated.</p>

Column	Description
<b>Dispute Status</b>	<p>Displays the status for any payment currently or previously involved in a dispute.</p> <ul style="list-style-type: none"> <li>• Inquiry</li> <li>• Open</li> <li>• Lost</li> <li>• Won</li> <li>• Under Review</li> </ul> <p>If you have any questions regarding a Dispute Status, please contact <a href="#">Support</a>.</p>

## Transaction Status Descriptions

Transaction Status	Description
<b>Completed</b>	A fully completed transaction.
<b>Canceled</b>	If a transaction displays this status, you can manually resolve the transaction or contact Campus Support.
<b>Exception</b>	<p>The payment was processed by the payment vendor but not on Campus.</p> <p>If a transaction displays this status, you can manually resolve the transaction or contact Campus Support.</p>
<b>Returned and Return Void</b>	<p>Campus automatically voids all returned transactions from the payment vendor. The original transaction appears with the Returned status and the correcting transaction appears with the Return Void status. Transactions may be returned if the account is not valid or has insufficient funds. Transactions also appear in these states if the district manually Refunds a Payment.</p> <p>There could be a two to five-day delay in which Campus may have completed the transaction and the payment vendor may need to return it.</p>
<b>Resolved</b>	Transactions may be manually resolved by Campus Support or by the district if the transaction was processed but still appears to be in an Exception, Canceled, or Pending Status in the Payments Reporter.
<b>Revoked</b>	<p>Transactions can be manually revoked by the district if an interruption occurs between the district and the payment vendor where the payment was never processed.</p> <p>This status displays transactions manually revoked by the district within the date range entered on the editor.</p>
<b>Partial Return</b>	This status displays if a portion of the transaction has been returned.
<b>Pending</b>	If a transaction displays this status, you can manually resolve the transaction or contact Campus Support.
<b>Processing</b>	<p>If a transaction displays this status, our payment processor is waiting for confirmation from the bank that the transaction has cleared. Once the confirmation is received, the deposit date could be in the past. For example, a fee or refund might show a deposit request date of 4/3 but will stay in pending status until 4/10 then once in completed status the deposit date would be 4/4.</p> <p>Negative deposits can take 5-7 business days before they have a Deposit State of <b>Completed</b> in Campus.</p>

