

Deposit Reporter Tool Rights

Last Modified on 07/20/2026 11:27 am CDT

The **Deposit Reporter** is used to check the status of deposits made into a 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.

See the [Deposit Reporter \(Payments\) article](#) to learn how to use this tool.

Deposit Reporter

View By
Request Date

Request Start Date
month/day/year

Request End Date
month/day/year

Payment Reference Number
search

Export Type
Excel

Select Columns:

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

Deposit Request Date ↓	Deposit Request Refer...	Deposit Date	Deposit Reference	Acct #	Deposit State	Amount
month/day/...		month/day/...				
02/14/2022	t1_pay_620adc229...	02/15/2022	t1_dbm_620adf29a...	3456	PROCESSING	\$57.20
02/07/2022	t1_pay_6201a19d5...	02/08/2022	t1_dbm_6201a4a7...	3456	PROCESSING	\$114.73
02/07/2022	t1_pay_6201a19da...	02/08/2022	t1_dbm_6201a4a7...	3587	PROCESSING	\$150.43
02/03/2022	t1_pay_61fc5ba058...	02/04/2022	t1_dbm_61fc5eb73...	3456	PROCESSING	\$180.60
02/01/2022	t1_pay_61f9b8a419...	02/02/2022	t1_dbm_61f9bbc5a...	3456	PROCESSING	\$57.20
01/25/2022	t1_pay_61f07e24df...	01/26/2022	t1_dbm_61f0812f6...	3456	PROCESSING	\$238.50
01/10/2022	t1_pay_61dcb7a7c...	01/11/2022	t1_dbm_61dcbab20...	3456	PROCESSING	\$57.20
01/06/2022	t1_pay_61d771a6c...	01/07/2022	t1_dbm_61d774b0...	3456	PROCESSING	\$326.48

Bank Reconciliation
Deposit Request Report

Deposit Reporter Tool

Available Tool Rights

R	W	A	D
View and use tool.	N/A	N/A	N/A

Suggested User Groups

Create User Groups as appropriate for your district's needs.

See [User Groups and Suggested Roles](#) for more information.
