Funds Transfer Report

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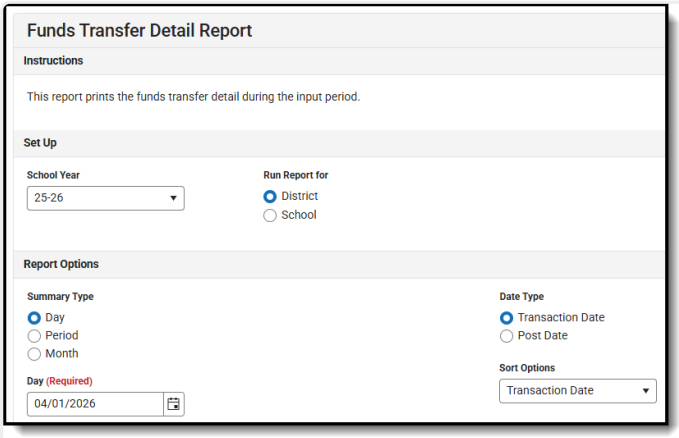
Point of Sale (POS) tools are available with Campus Food Service.

Tool Search: Funds Transfer

The Funds Transfer Report provides detailed information about all fund transfers which occurred on a specific day, period of time or month.



Funds Transfer Editor

See the Food Service Reports Tool Rights article for information on rights needed to use this and other food service reports.

Generating the Report

To generate the Point of Sale Funds Transfer Report (see the table below for field definitions):

1. Select the **School Year** for which to generate the report.
2. Select to **Run Report for** District or School. If School is chosen, select the school.
3. Determine the **Summary Type**.
4. Select a **Date Type**.
5. Enter the **Day** for the report.
6. Select a **Sort Option** for the report.
7. Select the **Report Processing** to Generate Report or Submit to Batch.
8. Select the **Format Type** to generate the report as a PDF or CSV.

Funds Transfer Fields

The following table describes each Funds Transfer editor field.

Field	Description
School Year	Fund transfers within this school year are reported.
Summary Type	Options include: • **Daily** - Reports fund transfers as of the date entered in the **Date** field. • **Period** - Reports fund transfers between the **Start Date** and **End Date** entered. • **Month** - Reports fund transfers for the **Month** selected.
Date Type	Options include: • **Transaction Date** - Lists fund transfers based on the Transaction Date (the date in which the transaction occurred at the Point of Sale terminal). • **Post Date** - Lists fund transfers based on the Post Date (the date in which the transaction was posted to the server).
Sort Option	Options include: • **Transaction Date -** Transfers are sorted by Transaction Date (the date in which the transaction occurred at the Point of Sale terminal). • **Post Date** - Transfers are sorted by Post Date (the date in which the transaction was posted to the server). • **Transfer From Patron Name -** Transfers are sorted by the name of patrons sending transfer. • **Transfer From Patron Grade -** Transfers are sorted by the grade of patrons sending transfers. • **Transfer From Account Number -** Transfers are sorted by account numbers sending transfers. • **Transfer To Patron -** Transfers are sorted by the name of patrons receiving transfers. • **Transfer To Patron Grade -** Transfers are sorted by the grade of patrons receiving transfers. • **Transfer To Account Number -** Transfers are sorted by account numbers receiving transfers.
Report Format	You can generate the report as a **PDF** or **CSV**.
Submit to Batch Generate Report	Users have the option of submitting a report request to the batch queue by clicking **Submit to Batch** instead of **Generate Report**. This process allows larger reports to generate in the background, without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the Batch Queue article.

Understanding the Funds Transfer Report

The Fund Transfer Report describes detailed information about the date the transfer occurred, who processed the transfer, who sent the transfer, who received the transfer and for how much money.

Column	Description
TX Date (Transaction Date)	The date in which the transfer was processed at the Point of Sale terminal.
Post Date	The date in which the transfer was posted to the server.
Cashier/Manager	The cashier/manager who initiated the fund transfer.
Transfer From Account	The account sending the fund transfer.
Patron(Student#)	The patron (or patrons if a Family Account) sending the transfer.
Grade	The grade of the patron (or patrons if a Family Account) sending the transfer.
Transfer to Account	The account receiving the transfer.
Patron(Student#)	The patron (or patrons if a Family Account) receiving the transfer.
Grade	The grade of the patron (or patrons if a Family Account) receiving the account.
Amount	The amount of money transferred between accounts.