

# Funds Transfer Report

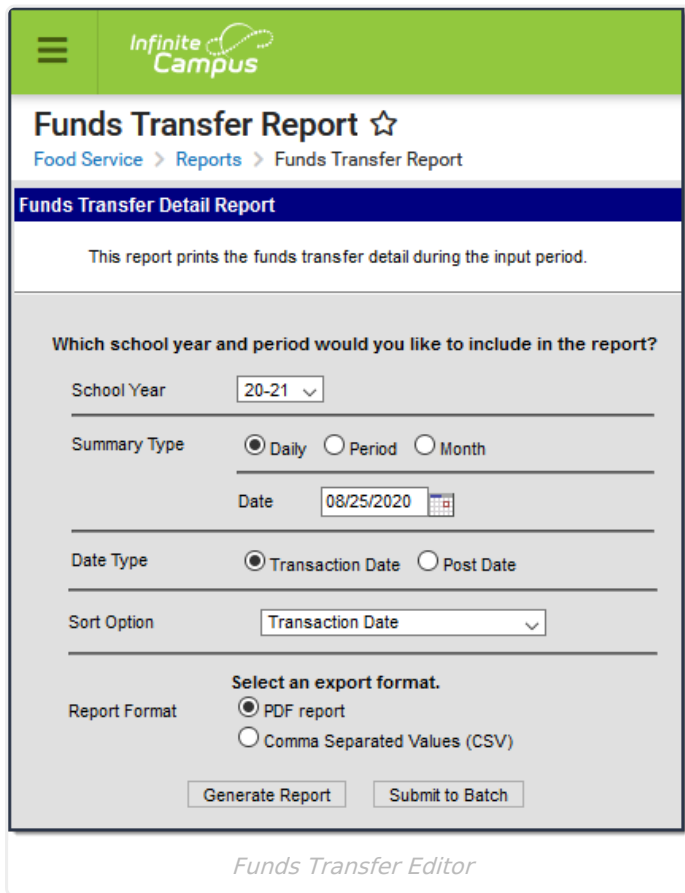
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This functionality is only available to customers who have purchased Campus Point of Sale as add-on functionality.

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.



The screenshot shows the 'Funds Transfer Report' interface within the Infinite Campus system. The header includes the Infinite Campus logo and a navigation breadcrumb: 'Food Service > Reports > Funds Transfer Report'. The main title is 'Funds Transfer Report' with a star icon. Below this is a sub-header 'Funds Transfer Detail Report' and a description: 'This report prints the funds transfer detail during the input period.'

The form is titled 'Which school year and period would you like to include in the report?'. It contains the following fields and options:

- School Year:** A dropdown menu set to '20-21'.
- Summary Type:** Radio buttons for 'Daily' (selected), 'Period', and 'Month'.
- Date:** A date picker set to '08/25/2020'.
- Date Type:** Radio buttons for 'Transaction Date' (selected) and 'Post Date'.
- Sort Option:** A dropdown menu set to 'Transaction Date'.
- Report Format:** Radio buttons for 'PDF report' (selected) and 'Comma Separated Values (CSV)'.

At the bottom of the form are two buttons: 'Generate Report' and 'Submit to Batch'. The footer of the interface reads 'Funds Transfer Editor'.

## 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. Determine the **Summary Type**.
3. Enter the **Date** for the report.
4. Select a **Date Type**.

5. Select a **Sort Option** for the report.
6. Select whether the report results should be generated as a **PDF** or **CSV**.
7. Click the **Generate Report** button OR the **Submit to Batch** button.

#### Result

The report generates in PDF or CSV format, noting the transfers that occurred during the chosen date range

## Funds Transfer Fields

The following table describes each Funds Transfer editor field.

| Field               | Description   |
|---------------------|---|
| <b>School Year</b>  | Fund transfers within this school year are reported.  |
| <b>Summary Type</b> | Options include: <ul style="list-style-type: none"> <li>• <b>Daily</b> - Reports fund transfers as of the date entered in the <b>Date</b> field.</li> <li>• <b>Period</b> - Reports fund transfers between the <b>Start Date</b> and <b>End Date</b> entered.</li> <li>• <b>Month</b> - Reports fund transfers for the <b>Month</b> selected.</li> </ul>  |
| <b>Date Type</b>    | Options include: <ul style="list-style-type: none"> <li>• <b>Transaction Date</b> - Lists fund transfers based on the Transaction Date (the date in which the transaction occurred at the Point of Sale terminal).</li> <li>• <b>Post Date</b> - Lists fund transfers based on the Post Date (the date in which the transaction was posted to the server).</li> </ul>   |
| <b>Sort Option</b>  | Options include: <ul style="list-style-type: none"> <li>• <b>Transaction Date</b> - Transfers are sorted by Transaction Date (the date in which the transaction occurred at the Point of Sale terminal).</li> <li>• <b>Post Date</b> - Transfers are sorted by Post Date (the date in which the transaction was posted to the server).</li> <li>• <b>Transfer From Patron Name</b> - Transfers are sorted by the name of patrons sending transfer.</li> <li>• <b>Transfer From Patron Grade</b> - Transfers are sorted by the grade of patrons sending transfers.</li> <li>• <b>Transfer From Account Number</b> - Transfers are sorted by account numbers sending transfers.</li> <li>• <b>Transfer To Patron</b> - Transfers are sorted by the name of patrons receiving transfers.</li> <li>• <b>Transfer To Patron Grade</b> - Transfers are sorted by the grade of patrons receiving transfers.</li> <li>• <b>Transfer To Account Number</b> - Transfers are sorted by account numbers receiving transfers.</li> </ul> |

| Field                                  | Description  |
|--|--|
| <b>Report Format</b>                   | You can generate the report as a <b>PDF</b> or <b>CSV</b> .  |
| <b>Submit to Batch Generate Report</b> | Users have the option of submitting a report request to the batch queue by clicking <b>Submit to Batch</b> instead of <b>Generate Report</b> . 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 <a href="#">Batch Queue</a> 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.

| <div>10-11<br/>Senior High</div> <div>Generated on 10/17/2011 03:37:40 PM Page 1 of 1</div> |            |                       | <div>Funds Transfer Report</div> <div>Period: 10/17/2011-10/17/2011 Date Type: Transaction Date<br/>All Schools<br/>Patrons: 2 Transfer: 3 Total: \$12.50</div> |                                 |       |             |                                  |       |        |
|---|------------|-----------------------|---|---------------------------------|-------|-------------|----------------------------------|-------|--------|
| TX Date   | Post Date  | Cashier/Manager       | Transfer From   |                                 |       | Transfer To |                                  |       |        |
|   |            |                       | Account   | Patron(Student#)                | Grade | Account     | Patron(Student#)                 | Grade | Amount |
| 10/17/2011  | 10/17/2011 | System, Administrator | 17400-14844   | Aaker, Nicholas M (XXXXXXXXXX)  | 12    | 1474        | Aaker, Nicholas M (XXXXXXXXXX)   | 10    | \$5.00 |
| 10/17/2011  | 10/17/2011 | System, Administrator | 2146  | Abdulkadir, Umar A (XXXXXXXXXX) | 04    | 1785        | Abdi, Umar A (XXXXXXXXXX)        | 10    | \$5.50 |
| 10/17/2011  | 10/17/2011 | System, Administrator | 2146  | Abdulkadir, Umar A (XXXXXXXXXX) | 04    | 1957        | Abdullahi, Fatuma S (XXXXXXXXXX) |       | \$2.00 |

*Funds Transfer Report - Sorted by Transaction Date*

The following table describes each report column.

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

| Column                     | Description   |
|----------------------------|---|
| <b>Transfer to Account</b> | The account receiving the transfer.   |
| <b>Patron(Student#)</b>    | The patron (or patrons if a Family Account) receiving the transfer.             |
| <b>Grade</b>               | The grade of the patron (or patrons if a Family Account) receiving the account. |
| <b>Amount</b>              | The amount of money transferred between accounts.                               |