Edit Check Report

Last Modified on 11/11/2026 2:29 pm CST

This report is available with Campus Food Service.

Tool Search: Edit Check

This Edit Check Report is based on USDA regulations, 7CFR210, subpart B, section 210.8. The purpose of an Edit Check is to compare each school's daily counts of free, reduced and paid lunches against the number of children currently eligible for free, reduced and paid lunches, times an attendance factor.

The standard Edit Check Report prints school level summaries of enrollment and meal counts grouped by students' eligibilities and the purchasable items' Federal Program.

The Tally Meal Entry version of the report is for CEP schools or schools that record meals in bulk using the Tally Meal Entry tool. This version of the report prints school level summaries of enrollment and total meal counts grouped by the purchasable items' Federal Program.

This report is time intensive when selecting multiple calendars.

What can I do?	What do I need to know?
• Set up the Food Service Edit Check Parameter • Generate the Report	• Report Logic • Report Editor Details • Report Examples

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

Report Logic

- Students who are marked with No Show are not included in the enrollment count.
- Meals served on the same day as the Calendar End Date are included in meal counts and enrollment counts.
- The Attendance Factor calculation only counts students that are included in the Enrollments section.

Food Service Edit Check & Enrollment Count Logic

The following table describes the Food Service Edit Check options and how they effect the logic Campus uses for counting enrollments in this report.

The Food Service Edit Check option is set up on the Calendar Information tool. Enrollment counts are NOT dynamic; i.e., student enrollments can only be counted at their Primary enrollment's location OR their Secondary enrollment's location depending on the way you set up your calendars.

<table>
<tr><th>Food Service Edit Check Option</th><th>Description</th></tr>
<tr><td>Default to Blank - No Override</td><td>When you use this option, the Edit Check report's enrollment counts for this calendar include primary enrollments only.
If the school uses multiple calendars, Campus uses the following logic to determine enrollment counts.
<table>
<tr><th>If the student...</th><th>Then...</th></tr>
<tr><td>has a single primary enrollment at the school where the meal is served</td><td>the enrollment is counted on the calendar tied to the primary enrollment.</td></tr>
<tr><td>has a single secondary enrollment at the school where the meal is served</td><td>the enrollment is counted on the calendar tied to this secondary enrollment.</td></tr>
<tr><td>has multiple enrollments in multiple calendars at the school where the meal is served</td><td>the enrollment is counted according to the following criteria: the enrollment is counted as the active enrollment at the time the meal was served, then based on primary/secondary enrollments, then the most recent enrollment Start Date, most recent End Date and finally most recent Enrollment ID.</td></tr>
</table></td></tr>
<tr><td>Do not use this calendar for enrollment counts</td><td>This option is useful for tracking enrollment data when a student has a secondary enrollment and is also eating consistently at the secondary enrollment location.
When this option is selected, primary enrollments in this calendar are NOT included in the Edit Check Report IF the student has a secondary enrollment in a different calendar. Instead, their enrollment is counted on the calendar tied to their secondary enrollment.</td></tr>
</table>

Food Service Edit Check Option	Description
Use this calendar for enrollment counts	When this option is selected, the Edit Check report includes all primary and secondary enrollments from this calendar.

Meal Count Logic

Meal count logic looks at the school on a student's enrollment record. The school is stored at the time the transaction posts. Storing the school at the transaction item level prevents future changes to student enrollments from affecting where a meal is counted.

If the school uses multiple calendars, Campus uses the following logic to determine the meals served and the calendar on which a served meal reports.

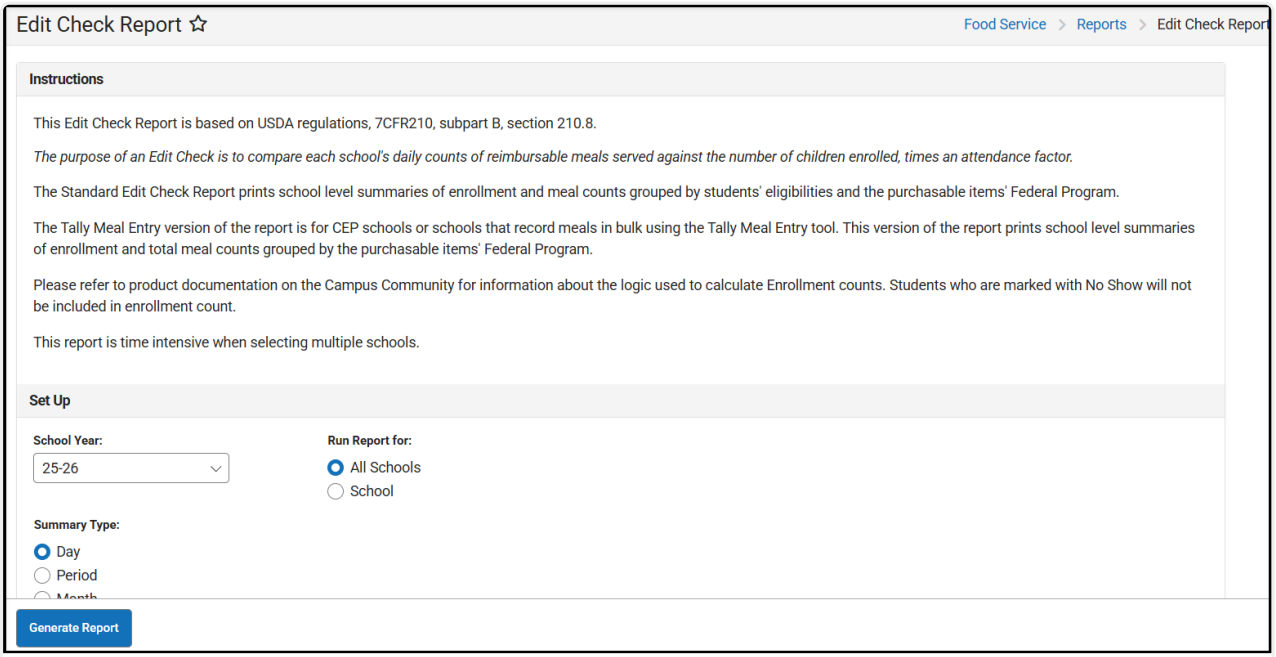
If the student...	Then...
has a single primary enrollment at the school where the meal is served	the meal is reported on the calendar tied to this primary enrollment.
has a single secondary enrollment at the school where the meal is served	the meal is reported on the calendar tied to this secondary enrollment.
has multiple enrollments in multiple calendars at the school where the meal is served	the meal is reported according to the following criteria: the enrollment is counted as the active enrollment at the time the meal was served, then based on primary/secondary enrollments, then the most recent enrollment Start Date, most recent End Date and finally most recent Enrollment ID.
does not have an enrollment at the school where the meal is served	the meal is reported on a calendar tied to the school where the meal was served. If the school has multiple calendars, then the meal is reported on the school's calendar according to the most recent calendar Start Date, most recent End Date, and finally the newest Calendar ID.

Tally Meal Entry Logic

The Tally Meal Entry Edit Check Report logic looks at the information provided by the Tally Meal Entry tool and reports the number of meals served to students according to the school in which they are enrolled.

Report Editor Details

The Report Editor allows users to select various options for this report. Following are descriptions of these options.



Instructions and Set Up sections of Edit Check Report

Option	Description
Summary Type	These options allow the user to specify the date parameter(s) of the transactions returned in the report results: • **Day** - Reimbursable meal items purchased on a specified date. When this option is selected, a Date field appears. • **Period** - Reimbursable meal items purchased within a date range. When this option is selected, a Start Date and an End Date field appear. • **Month** - Reimbursable meal items purchased within the selected month. When this option is selected, a Month field appears.
Tally Meal Entry	Mark this checkbox to generate the Tally Meal Entry Edit Check report. This report provides school level summaries of enrollment and total meal counts grouped by the purchasable items' Federal Program. Information in this report is provided by the Tally Meal Entry tool.
Sponsor/State #	Enter a School Food Authority (SFA) ID if it is needed for reporting. This number displays in the report header of the Tally Meal Entry Edit Check report. This field is not required. 23-24 Arthur Elementary 1234 Elementary Ln, St Paul MN 55449 Generated on 01/26/2024 03:11:17 PM Page 1 of 1 Tally Meal Entry Edit Check Sponsor/State #: 9345 Period: 11/01/2023 - 11/30/2023 Calendar: 23-24 Arthur Elementary

Option	Description
Attendance Factor	This field includes the following options: • **ADA Divided by Enrollment for period selected** - This option counts students that are included in the Enrollment Section divided by the total number of school days in a given period. This does not include students marked as No Show. Students marked State Exclude on an enrollment are included unless the check box Observe State Exclude is selected on the report editor. • **Attendance Factor Override** - For this option, the user is required to enter the attendance factor received by the state. This number is usually represented in a percentage format and entered as a whole number (i.e., 95% = 95). Since the Edit Check report calculates Enrollment counts differently than the ADM and ADA Detail Report in Attendance Reports, the Attendance Factor on the Edit Check report may not equal the Percent in Attendance on the ADM and ADA Detail Report. The ADM and ADA Detail Report counts all enrollments; so, a student could be counted as a Primary at the high school and as a partial/secondary for the same day at another school or calendar within the high school. The Edit Check Report only counts an enrollment once.
Federal Program	Selecting Federal Programs will report Purchasable Items labeled with the Federal Program selected.
Include Calendar Detail	Selecting this check box includes each calendar's specific detail if multiple calendars are selected.

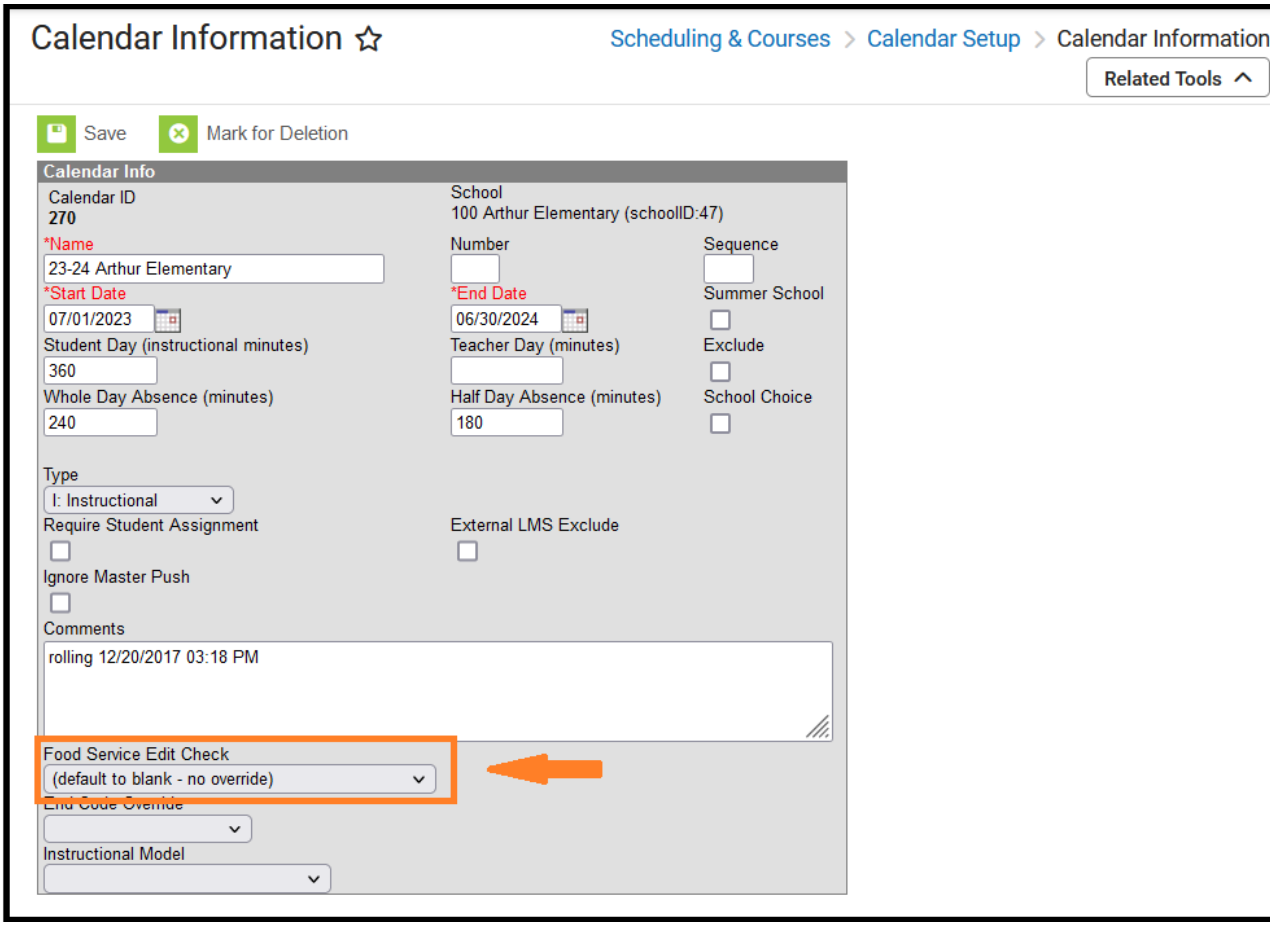
Option	Description
Include Patron Detail	This option displays when the Summary Type is "Day" and the "Include Calendar Detail" option is selected. When this option is selected, the Edit Check Report includes the following sections of information: • **Warning: Enrollment Date Discrepancy After Meal Served** - This section reports students who were served a meal but a change to their Enrollment Start Date or End Date causes them to no longer be considered students. • **Alert: Eligibility Discrepancy After Meal Served** - This section reports students who were served a meal at one eligibility but are now counted in the Maximum/Actual Enrollment sections at a different eligibility due to a change in their eligibility since the meal was served. This list is useful for identifying discrepancies between meals served and actual enrollments. • **Alert: Calendar Enrollment Discrepancy** - This section reports students that were served a meal at a location where they are not enrolled. These students are counted in the Meals Served section but not in the Maximum/Actual Enrollment sections. This list can be used to determine discrepancies between meals served and actual enrollments. • **Patron Detail: Students Without Eligibility/Enrollment Discrepancies**
Observe State Exclude	Selecting this check box excludes student enrollments marked as "State Exclude" from the report. The following areas of the Edit Check report will not include these students: Actual Enrollments, Average Daily Attendance, Attendance Factor, and Daily Maximum.
Format Type	You can generate the report as a PDF or CSV.
Report Processing	Users have the option of submitting a report request to the batch queue by select **Submit to Batch** instead of **Generate Now**. 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.

Set up the Food Service Edit Check Parameter

The Food Service Edit Check parameter is part of the Calendar Information tool. The option you select for each calendar determines your report results.

> See the Food Service Edit Check & Enrollment Count Logic topic in this article for more information about the reporting logic.

To set up the Food Service Edit Check, select the calendar in the context switcher, select one of the following options then click **Save**.



Generate the Report

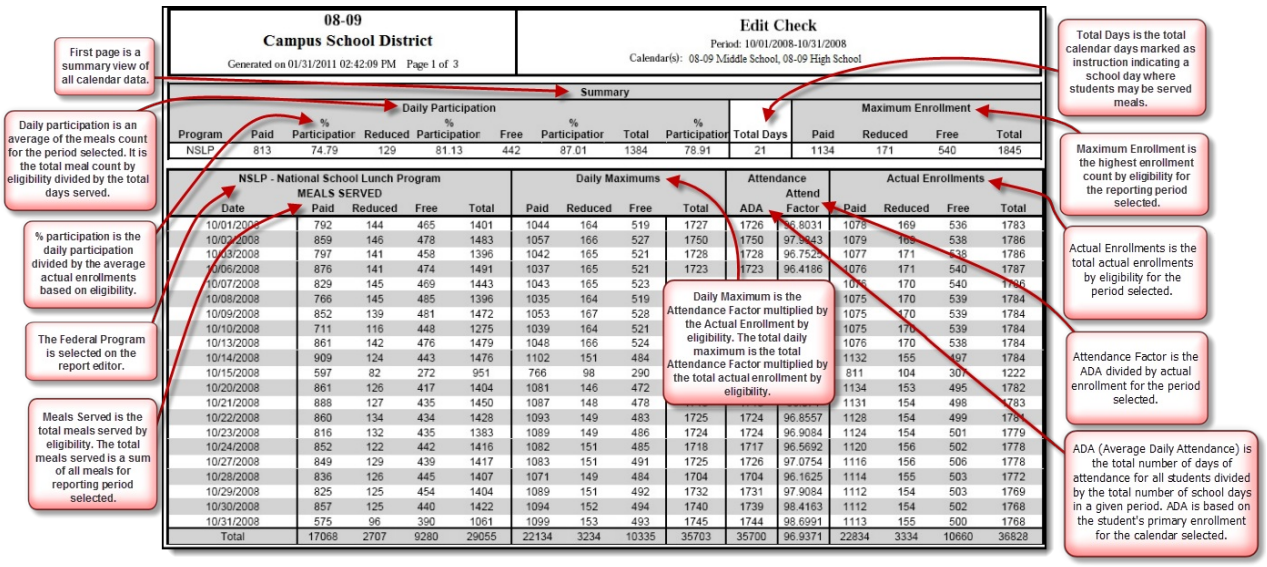
1. Determine the **Summary Type** desired for the report.
2. Enter the **Date** for the report. The information will look at transactions for the entered date (“Daily” option), a date range (“Period” option) or a selection of dates (“Month” option).
3. Mark the **Tally Meal Entry** checkbox to generate the *Tally Meal Entry Edit Check* report.
4. Select an **Attendance Factor** option to be used in the report. Options are “ADA Divided by Enrollment for Period Selected” (automatically divided) and “Attendance Factor Override.” For the “Attendance Factor Override” option, the user is required to enter the attendance factor received by the state. This number is usually represented in a percentage format and entered as a whole number (i.e., 95% = 95).
5. Select one or multiple **Federal Programs** to include on the report.
6. Select the **Include Calendar Detail** check box to include each calendar's specific details.
7. Select one of Include Patron Detail options (This option only displays when the Summary Type is "Daily" and and the "Include Calendar Detail" option is selected):
   - **None**
   - **Warnings & Alerts**
   - **All**
8. Select the **Observe State Exclude** check box to exclude student enrollments marked as "State Exclude" from the report.

9. Select the **Calendars** to include on the report. To choose multiple options, use the CTRL and SHIFT keys.
10. Select **Generate Now** button or **Submit to Batch Queue**. The report generates in the format you selected, noting school level summaries of enrollments and meal counts.
11. Click **Generate Report**.

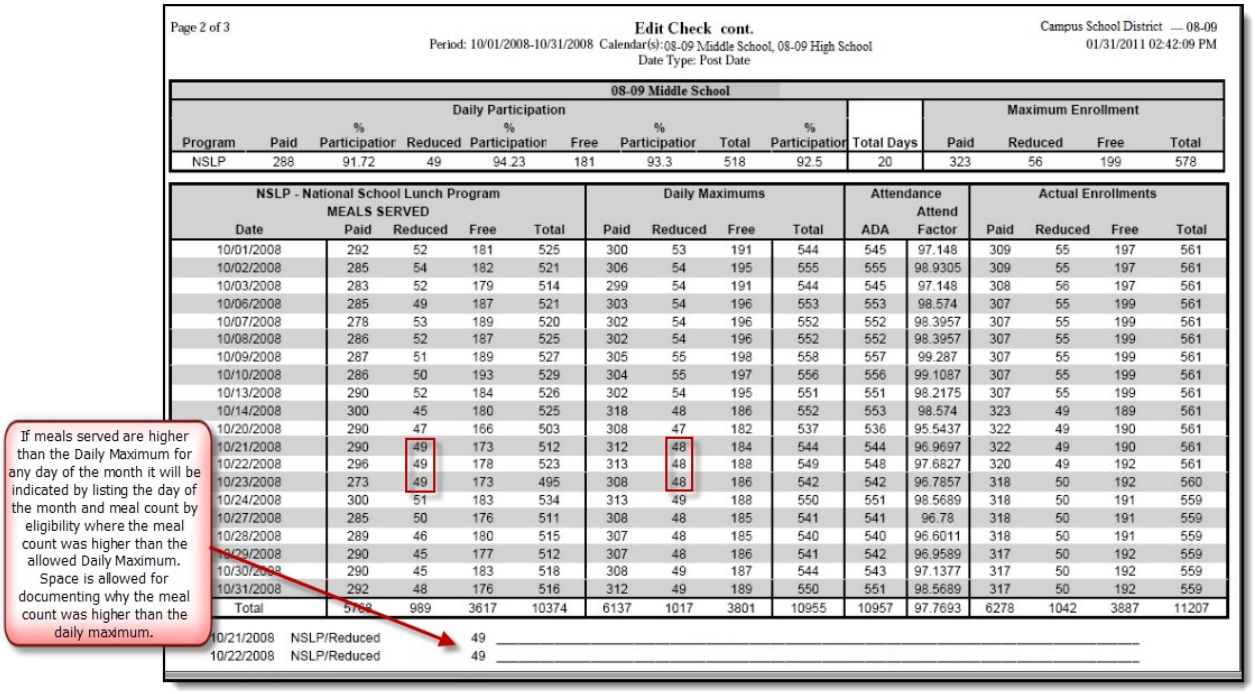
Report Examples

The calendars, and their specific details, appear in alphabetical order.

Edit Check Report Summary Page Example



Edit Check Report Individual Page Example



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Edit Check cont.

Period: 10/01/2008-10/31/2008 Calendar(s): 08-09 Middle School, 08-09 High School
Date Type: Post Date

Campus School District — 08-09
01/31/2011 02:42:09 PM

08-09 Middle School

Program	Daily Participation Paid	% Participation	Reduced	% Participation	Free	% Participation	Total	% Participation	Total Days	Maximum Enrollment Paid	Reduced	Free	Total
NSLP	288	91.72	49	94.23	181	93.3	518	92.5	20	323	56	199	578

NSLP - National School Lunch Program

Date	MEALS SERVED Paid	Reduced	Free	Total	Daily Maximums Paid	Reduced	Free	Total	Attendance ADA	Attend Factor	Actual Enrollments Paid	Reduced	Free	Total
10/01/2008	292	52	181	525	300	53	191	544	545	97.148	309	55	197	561
10/02/2008	285	54	182	521	306	54	195	555	555	98.9305	309	55	197	561
10/03/2008	283	52	179	514	299	54	191	544	545	97.148	308	56	197	561
10/06/2008	285	49	187	521	303	54	196	553	553	98.574	307	55	199	561
10/07/2008	278	53	189	520	302	54	196	552	552	98.3957	307	55	199	561
10/08/2008	286	52	187	525	302	54	196	552	552	98.3957	307	55	199	561
10/09/2008	287	51	189	527	305	55	198	558	557	99.287	307	55	199	561
10/10/2008	286	50	193	529	304	55	197	556	556	99.1087	307	55	199	561
10/13/2008	290	52	184	526	302	54	195	551	551	98.2175	307	55	199	561
10/14/2008	300	45	180	525	318	48	186	552	553	98.574	323	49	189	561
10/20/2008	290	47	166	503	308	47	182	537	536	95.5437	322	49	190	561
10/21/2008	290	49	173	512	312	48	184	544	544	96.9697	322	49	190	561
10/22/2008	296	49	178	523	313	48	188	549	548	97.6827	320	49	192	561
10/23/2008	273	49	173	495	308	48	186	542	542	96.7857	318	50	192	560
10/24/2008	300	51	183	534	313	49	188	550	551	98.5689	318	50	191	559
10/27/2008	285	50	176	511	308	48	185	541	541	96.78	318	50	191	559
10/28/2008	289	46	180	515	307	48	185	540	540	96.6011	318	50	191	559
10/29/2008	290	45	177	512	307	48	186	541	542	96.9589	317	50	192	559
10/30/2008	290	45	183	518	308	49	187	544	543	97.1377	317	50	192	559
10/31/2008	292	48	176	516	312	49	189	550	551	98.5689	317	50	192	559
Total	5768	989	3617	10374	6137	1017	3801	10955	10957	97.7693	6278	1042	3887	11207

10/21/2008 NSLP/Reduced 49
10/22/2008 NSLP/Reduced 49

If meals served are higher than the Daily Maximum for any day of the month it will be indicated by listing the day of the month and meal count by eligibility where the meal count was higher than the allowed Daily Maximum. Space is allowed for documenting why the meal count was higher than the daily maximum.

Summary Patron Detail Example

The Summary Total for MEALS SERVED may not equal the Counts section when totaled if any patron appears in multiple Alert sections. Patrons appearing in more than one section have an asterisk preceding their names.

The Summary section for Actual Enrollments lists each section where enrollments are being counted on the calendar(s) selected and total for the section. "Alert: Calendar Enrollment Discrepancy" is listed; however, the amounts are always zero because this section details enrollments being counted on an unselected calendar.

Totals on the Edit Check Report Summary may not match the Totals you see in the Summary Patron Detail. The Edit Check Report Summary reflects the total meals served where the patron section reflects the total number of patrons served. If a student purchases multiple meals, the totals are different.

Summary Patron Detail

NSLP - National School Lunch Program MEALS SERVED	Paid	Reduced	Free	Total
Total Meals Served	532	62	259	853
Counts Per Detail Section				
*Alert: Eligibility Discrepancy After Meal Served	3	5	2	10
*Alert: Calendar Enrollment Discrepancy	5	1	2	8
Students Without Eligibility/Enrollment Discrepancies	527	59	255	841

NSLP - National School Lunch Program ACTUAL ENROLLMENTS	Paid	Reduced	Free	Total
*Alert: Eligibility Discrepancy After Meal Served	2	2	2	6
*Alert: Calendar Enrollment Discrepancy	0	0	0	0
Students Without Eligibility/Enrollment Discrepancies	697	86	311	1094
Total	699	88	313	1100

Warning: Enrollment Date Discrepancy After Meal Served

** The Warning section below lists patrons initially served a meal as students with enrollments in Campus. Since the meals were served there have been changes in the Enrollment Start Date and/or End Date causing the patrons to no longer be considered students. The meal transactions can be voided or the student Enrollment dates corrected to remove patrons from this list.

**Warnings: Enrollment Date Discrepancy After Meal Served

Transaction Date	Post Date	Patron Name	Account #	Grade	Enrolled Calendar Name	Item Category	Purchasable Item	Enrollment Start Date	Enrollment End Date
02/23/2012 11:32	02/23/2012 11:33	Ander	15946	10	11-12 Senior High	Lunch Meal	Lunch Meal (Sec)	09/01/2011	02/13/2012
02/23/2012 00:00	02/24/2012 09:12	Ander	14987	08	11-12 Senior High	Lunch Meal	Alt. Lunch Meal (Sec)	02/24/2012	
02/23/2012 11:34	02/23/2012 11:35	Andre	13256	12	11-12 Senior High	Lunch Meal	Lunch Meal (Sec)	09/01/2011	02/22/2012
02/23/2012 12:01	02/23/2012 12:02	Audit,	14652	11	11-12 Senior High	Lunch Meal	Lunch Meal (Sec)	10/15/2011	02/21/201
02/23/2012 11:33	02/23/2012 11:33	Baylor	15498	12	11-12 Senior High	Lunch Meal	Lunch Meal (Sec)	02/25/2012	
02/23/2012 11:34	02/23/2012 11:34	Carsor	16245	09	11-12 Senior High	Lunch Meal	Alt. Lunch Meal (Sec)	03/01/2012	
02/23/2012 00:00	02/23/2012 14:30	Conn	13987	10	11-12 Senior High	Lunch Meal	Lunch Meal (Sec)	09/01/2011	01/31/2012

	Before Enrollment Start Date	After Enrollment End Date	Total Meals/Enrollments Not Counted
Patrons Served	3	4	7

Alert: Eligibility Discrepancy After Meal Served

** The alert section below lists student patrons who have a discrepancy between the Meal Served Eligibility and the Actual Enrollment Eligibility as of the date the meal was served (i.e. the eligibility has changed). It is recommended to verify the reason for the change in eligibility. This list can be used to find discrepancies between the Meals Served and Actual Enrollments columns in the summary section for this report.

* Indicates the patron appears in multiple Alert sections.

**Alerts: Eligibility Discrepancy After Meal Served

Transaction Date	Post Date	Patron Name	Account #	Grade	Actual Enrollment Calendar Name	Item Category	Purchasable Item	Meal Served Eligibility	Actual Enrollment Eligibility
02/23/2012 11:32	02/23/2012 11:33	Ack	19562	10	11-12 Senior High	Lunch Meal	Lunch Meal (Sec)	Paid	Free
02/23/2012 00:00	02/24/2012 09:12	* A	4582	08	11-12 Senior High	Lunch Meal	Alt. Lunch Meal (Sec)	Reduced	Paid
02/23/2012 11:34	02/23/2012 11:35	App	54358	12	11-12 Senior High	Lunch Meal	Alt. Lunch Meal (Sec)	Free	Paid
02/23/2012 12:01	02/23/2012 12:02	Bin	19652	11	11-12 Senior High	Lunch Meal	Lunch Meal (Sec)	Paid	Free
02/23/2012 11:33	02/23/2012 11:33	Bol	18456	12	11-12 Senior High	Lunch Meal	Alt. Lunch Meal (Sec)	Free	Reduced
02/23/2012 11:34	02/23/2012 11:34	Cre	12578	09	11-12 Senior High	Lunch Meal	Alt. Lunch Meal (Sec)	Reduced	Free
02/23/2012 00:00	02/23/2012 14:30	Dre	4587	10	11-12 Senior High	Lunch Meal	Lunch Meal (Sec)	Paid	Free

NSLP - National School Lunch Program Eligibility Discrepancy		Paid	Reduced	Free	Total
MEALS SERVED		3	2	2	7
Max/Actual Enrollment Calendar Name					
	11-12 Senior High	1	1	4	6
	11-12 Middle School	1	0	0	1

Alert: Calendar Enrollment Discrepancy

** The Alert section below lists students served a meal at a location where they are not enrolled. These students are counted in the Meals Served section but not in the Max/Actual Enrollment sections. This list can be used to determine discrepancies between Meals Served and Actual Enrollments.

* Patron Names with an asterisk appear in multiple Patron Detail Alerts sections.

**** Alert: Calendar Enrollment Discrepancy**

Transaction Date	Post Date	Patron Name	Account #	Grade	Actual Enrollment Calendar Name	Item Category	Purchasable Item	Meal Served Eligibility	Actual Enrollment Eligibility
02/23/2012 11:32	02/23/2012 11:33	Go	15642	05	11-12 Roosevelt Elementary	Lunch Meal	Lunch Meal (Sec)	Paid	Paid
02/23/2012 11:34	02/23/2012 11:35	Ha	19852	02	11-12 Roosevelt Elementary	Lunch Meal	Lunch Meal (Sec)	Paid	Paid
02/23/2012 12:01	02/23/2012 12:02	* Ir	17456	08	11-12 Middle School	Lunch Meal	Lunch Meal (Sec)	Free	Paid
02/23/2012 11:33	02/23/2012 11:33	Jer	26542	PK	11-12 Pre-K	Lunch Meal	Alt. Lunch Meal (Sec)	Free	Free
02/23/2012 11:34	02/23/2012 11:34	Kel	24586	09	11-12 Senior High	Lunch Meal	Alt. Lunch Meal (Sec)	Reduced	Reduced

NSLP - National School Lunch Program Max/Actual Enrollment Calendar Name	Paid	Reduced	Free	Total
11-12 Roosevelt Elementary	2	0	0	2
11-12 Middle School	1	0	0	0
11-12 Senior High	0	1	0	1
11-12 Pre-K	0	0	1	1
MEALS SERVED	2	1	2	5

Patron Detail: Students Without Eligibility/Enrollment Discrepancies

Patron Detail: Students Without Eligibility/Enrollment Discrepancies

Transaction Date	Post Date	Patron Name	Account #	Grade	Actual Enrollment Calendar Name	Item Category	Purchasable Item	Meal Served Eligibility	Actual Enrollment Eligibility
02/23/2012 11:32	02/23/2012 11:33	Att	15698	10	11-12 Senior High	Lunch Meal	Lunch Meal (Sec)	Paid	Paid
02/23/2012 00:00	02/24/2012 09:12	Auc	4852	08	11-12 Senior High	Lunch Meal	Potato Wedges	Reduced	Reduced
02/23/2012 11:34	02/23/2012 11:35	Bag	6358	12	11-12 Senior High	Lunch Meal	Alt. Lunch Meal (Sec)	Free	Free
02/23/2012 12:01	02/23/2012 12:02	Bor	32567	11	11-12 Senior High	Lunch Meal	Lunch Meal (Sec)	Paid	Paid
02/23/2012 11:33	02/23/2012 11:33	Bur	28456	12	11-12 Senior High	Ala Carte	New Lunch Meal (Sec)	Free	Free
02/23/2012 11:34	02/23/2012 11:34	Car	12548	09	11-12 Senior High	Lunch Meal	Alt. Lunch Meal (Sec)	Reduced	Reduced
02/23/2012 00:00	02/23/2012 14:30	Dav	6985	10	11-12 Senior High	Ala Carte	Red Bull	Paid	Paid

NSLP - National School Lunch Program	Paid	Reduced	Free	Total
MEALS SERVED	527	59	255	841

Tally Meal Entry Edit Check Report

20-21 Harrison Senior High 2121 30th St NE, Blaine MN 55432 Generated on 11/24/2020 03:22:46 PM Page 1 of 1	Tally Meal Entry Edit Check Day: 11/08/2020 Calendar: 20-21 Harrison Senior High

National School Breakfast Program Detail

Date	Enrollment	Attendance Factor	Attendance Adjusted Eligible	Number of Meals claimed at Service	Comments
11/08/2020	1334	100%	1334	256	

National School Lunch Program Detail

Date	Enrollment	Attendance Factor	Attendance Adjusted Eligible	Number of Meals claimed at Service	Comments
11/08/2020	1334	100%	1334	824	

1st Party Signature _____ Date _____

2nd Party Signature _____ Date _____

Note

Messages in the Comments column are retrieved from the Comments field in the Tally Meal Entry tool.

