

Adjustment Report

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

[Report Logic](#) | [Report Editor](#) | [Report Generation](#) | [Report Examples](#)

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

Tool Search: Adjustment Report

The Adjustment Report summarizes the manual increases or reductions made to a Point of Sale account. Adjustments are made on the [Journal tool](#) of a Point of Sale account. The Adjustment Report can be generated as a Summary Report or a Detailed Report. For examples of the Summary and Detailed reports see the following [Report Examples](#) section.

Adjustment Report ☆

[Food Service](#) > [Reports](#) > Adjustment Report

Adjustment Report

This report prints adjustment summary and detail information. The input date/month must be within the range of calendar year's start date and end date.

Which school and period would you like to include in the report?

School

School Year

Summary Type ☒ Daily ☐ Period ☐ Month

Date

Date Type ☒ Transaction Date ☐ Post Date

Which type of report would you like to generate?

Adjustment Type

Adjustment Detail ☒ Show

Sort By ☒ Adjustment Type ☐ Patron Name

Select an export format.

Report Format ☒ PDF report ☐ Comma Separated Values (CSV)

Report Logic

- Adjustments are made on the [Journal tool](#) of a Point of Sale account and are tied to a Server

terminal. They never affect daily cashier totals or the daily deposit totals.

- If the location school is set for an adult or student on the account, the adjustment reports where the location school is set. The location school overrides the district assignment and school of enrollment.
- Students report in the school of their last primary enrollment. If they have more than one primary enrollment, they report in the school with the most recent start date. If the start dates are the same, they report in the school with the latest enrollment ID.
- If there is a parent who has an active food service account, adjustments made to the parent's account only appear on the report when "All Schools" is selected.
- Adjustments made to student accounts (active or inactive) appear on the report when the school in which they are currently enrolled is selected. Adjustments made to a student's account on a date in which they do not have an active enrollment will only appear on the report when **All Schools** is selected.
- Adjustments made to staff accounts appear in the report when the school to which they are currently assigned is selected. Adjustments made to a staff account on a date in which the staff does not have an active district assignment will only appear on the report when **All Schools** is selected.

Adult reporting

If an adult...	Then they report...
has an active district assignment	at the school selected in the report filter.
has more than one active district assignment	at the school where the latest district assignment is based on start date. If the start dates are the same, they report at the latest district assignment ID. The adult is only reported in one location.
has an ended district assignment	at the school where the latest end date exists based on the school(s) selected in the report filter, unless another active district assignment exists.
has no district assignment	where the location school is set.
has no district assignment and no location school	in the adult section when All Schools is selected on the report editor.

Report Editor

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

Section Summary Option	Description
School and School Year	The school (or all schools in the district) for which the report results should be generated, and the school year for which the report results should be generated.
Summary Type	<p>These options allow the user to specify the date parameter(s) of the transactions returned in the report results:</p> <ul style="list-style-type: none"> • Daily - Adjustments made on a specified date. When this option is selected, a Date field appears. • Period - Adjustments made within a date range. When this option is selected, a Start Date and an End Date field appear. • Month - Adjustments made within the selected month. When this option is selected, a Month field appears.
Date Type	<ul style="list-style-type: none"> • Transaction Date - The day on which the adjusted transaction occurred. • Post Date - The day the information was recorded on the patron's account through the server. <div> <p>For the Adjustment Report, the Transaction Date and Post Date should always be the same.</p> </div>
Adjustment Type	<p>The type of adjustment report to generate.</p> <ul style="list-style-type: none"> • Bad Debt • Refund • Write-Off <div> <p>Choose multiple options by using the CTRL and SHIFT keys. This is a list of standard adjustment types. Adjustment types are defined in the Attribute Dictionary and may be different in your district.</p> </div>
Adjustment Detail	Selecting the Show check box includes details for each adjustment in the report.
Sort By	Sorts the detailed report results by the Adjustment Type or the Patron Name .
Generate Report Submit to Batch	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 be generated 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.
Report Format	You can generate the report as a PDF or CSV .

Report Generation

1. Select the **School** and the **School Year**.
2. Select the **Summary Type**.
3. Select a **Date Type**.
4. Select the type of adjustment report to generate.
5. Select the **Show** check box to include details for each adjustment in the report.
6. Select whether the report results should be sorted by the **Adjustment Type** or the **Student Name**.
7. Select whether the report results should be generated as a **PDF** or **CSV**.
8. Click **Generate Report** OR the **Submit to Batch** button.

Result

The report generates a summary or detailed list of adjusted transactions.

Report Examples

<div>09-10</div> <div>Elementary School</div> <div>123 4th St SW, AnyTown US 12345</div> <div>Generated on 10/26/2010 10:35:56 AM Page 1 of 2</div>		<div>Adjustment Summary Report</div> <div>Period: 09/01/2009-10/26/2010</div> <div>Reason Type: Bad Debt, Refund, Write-Off Sort By: Adjustment Type</div>	
Adjustment Summary			
1. Elementary School			
Type	Total #	Amount	
Bad Debt	0	\$0.00	
Refund	3	(\$25.00)	
Write-Off	0	\$0.00	
Total	3	(\$25.00)	

Page 2 of 2

Adjustment Summary Report cont.

Adjustment Detail

1. Senior High School

Transaction Time	Post Time	Student	Student #	Grade	Account #	Cashier/Manager	Adjustment	Amount
05/31/2010 15:21	11/05/2010 14:22	Smith, Sally	110019856	10	15060	Administrator, System	Bad Debt	\$1.10
05/19/2010 12:09	05/19/2010 12:07	Student, Emily	103001234	10	41221	Administrator, System	Refund	(\$16.50)
05/19/2010 12:09	05/19/2010 12:09	Student, Emily	103001234	10	41221	Administrator, System	Voided Adjustment	\$16.50
05/19/2010 17:27	05/19/2010 17:26	Student, Emily	103001234	10	41221	Administrator, System	Refund	(\$16.50)
11/09/2010 07:15	11/09/2010 09:24	Erickson, Kelsey	000011574	10	15291	Administrator, System	Refund	(\$4.22)
05/19/2010 12:18	05/19/2010 12:16	Jones, Sam	110014321	10	15060	Administrator, System	Write-Off	\$9.16
05/19/2010 12:18	05/19/2010 12:18	Jones, Sam	110014321	10	15060	Administrator, System	Write-Off	\$1.00
05/19/2010 17:28	05/19/2010 17:27	Little, Laura	110018520	10	15948	Administrator, System	Write-Off	\$5.00
Total								(\$4.46)
Grand Total								(\$4.46)

Adjustment Detail

1. Elementary School

Transaction Time	Post Time	Student	Student #	Grade	Account #	Cashier/Manager	Adjustment	Amount
06/08/2010 09:48	06/08/2010 09:48	Student, Sally	103010022	05	4094	Administrator, System	Refund	\$50.00
06/08/2010 09:48	06/08/2010 09:48	Student, Sally	103010022	05	4094	Administrator, System	Voided Adjustment	(\$50.00)
06/08/2010 09:49	06/08/2010 09:49	Student, Sally	103010022	05	4094	Administrator, System	Refund	(\$25.00)
Total								(\$25.00)

2. Senior High School

Transaction Time	Post Time	Student	Student #	Grade	Account #	Cashier/Manager	Adjustment	Amount
05/19/2010 12:09	05/19/2010 12:07	Student, Emily	103000088	10	4122	Administrator, System	Refund	(\$16.50)
05/19/2010 12:09	05/19/2010 12:09	Student, Emily	103000088	10	4122	Administrator, System	Voided Adjustment	\$16.50
05/19/2010 17:27	05/19/2010 17:26	Student, Emily	103000088	10	4122	Administrator, System	Refund	(\$16.50)
05/19/2010 12:18	05/19/2010 12:16	Student, Sam	110016353	10	15060-8750	Administrator, System	Write-Off	\$9.16
05/19/2010 12:18	05/19/2010 12:18	Student, Sam	110016353	10	15060-8750	Administrator, System	Voided Adjustment	(\$9.16)
05/19/2010 17:28	05/19/2010 17:27	Student, Sam	110016353	10	15060-8750	Administrator, System	Write-Off	\$9.16
Total								(\$7.34)

Grand Total								(\$32.34)
-------------	--	--	--	--	--	--	--	-----------