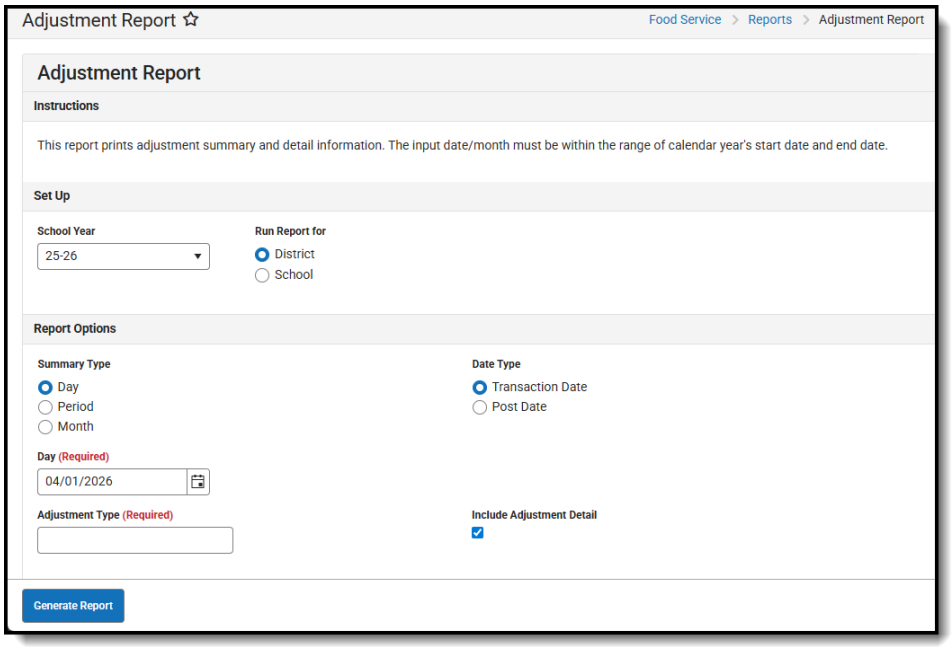
Adjustment Report

Last Modified on 10/29/2026 11:36 am CDT

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

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.



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

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 District 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 District 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 they 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 District 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 Year and Run Report for	The school year for which the report results should be generated, and the school (or all schools in the district) for which the report results should be generated.

Section Summary Option	Description
Summary Type	These options allow the user to specify the date parameter(s) of the transactions returned in the report results: • **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	• **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. For the Adjustment Report, the Transaction Date and Post Date should always be the same.
Adjustment Type	The type of adjustment report to generate. • Bad Debt • Refund • Write-Off 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.
Include Adjustment Detail	Selecting the check box includes details for each adjustment in the report.
Report Processing	Users have the option of submitting a report request to the batch queue by clicking **Submit to Batch Queue** instead of **Generate Now**. 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.
Sort By	Sorts the detailed report results by the **Adjustment Type** or the **Patron Name**.
Format Type	You can generate the report as a **PDF** or **CSV.**

Report Generation

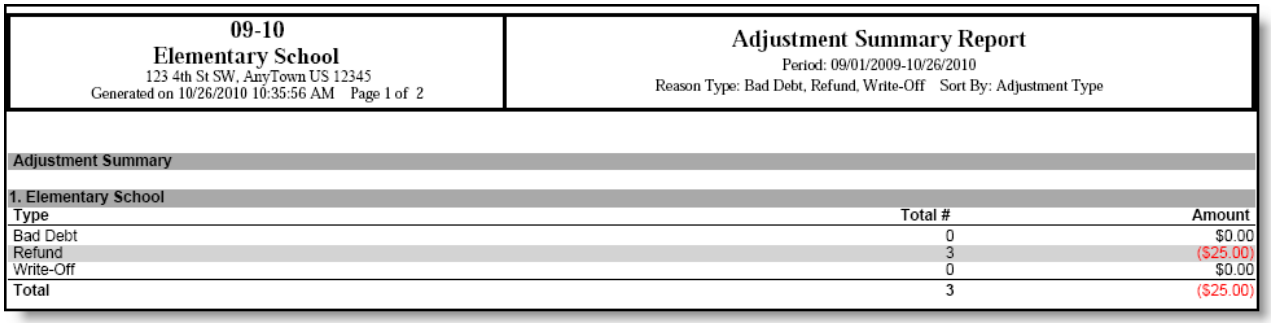
1. Select the **School Year**.

2. Choose to run the report for **District** or **School**. If school is chosen, select the **School**.
3. Select the **Summary Type**. Depending on the selection made, a different day, date range, or month field will appear.
4. Select a **Date Type**.
5. Select the **Adjustment Type** to determine what kind of report is generated.
6. Select the **Include Adjustment Detail** check box to include details for each adjustment in the report.
7. Select either **Generate Now** or **Submit to Batch Queue**.
8. Select whether the report results should be generated as a **PDF** or **CSV**.
9. Select whether the report results should be sorted by the **Adjustment Type** or the **Patron Name**.

   Result

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

Report Examples



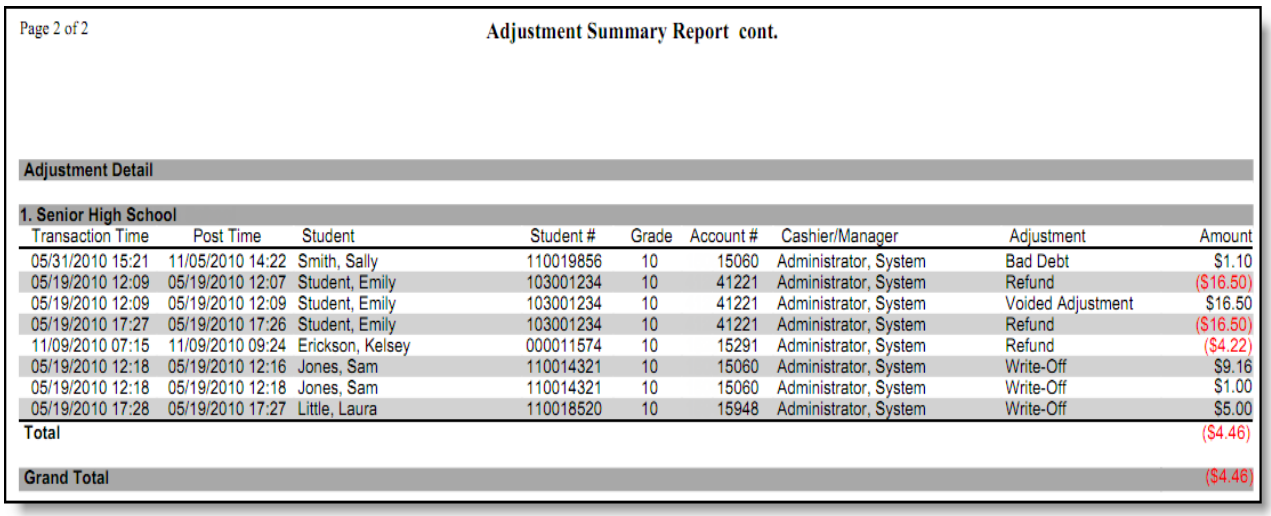
09-10
Elementary School
123 4th St SW, AnyTown US 12345
Generated on 10/26/2010 10:35:56 AM Page 1 of 2

Adjustment Summary Report
Period: 09/01/2009-10/26/2010
Reason Type: Bad Debt, Refund, Write-Off Sort By: Adjustment Type

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)



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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 Summary Report cont.

0123 SCHOOL District
10/26/2010 10:59:27 AM

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)