

Backdated Adjustments Report

Last Modified on 03/11/2024 8:45 am CDT

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This report provides a list of backdated transaction adjustments in summary or detail form. The report can be generated as a PDF or CSV file.

Backdated Adjustments Report ☆
Food Service > Reports > Backdated Adjustments Report

Backdated Adjustments Report

This report prints a list of backdated transaction adjustments including summary and detail information in a PDF report or CSV export.

Select the school(s) to be included on the report

Sort By Name Number

- 100 Arthur Elementary
- 110 Carter Middle
- 125 Cleveland Elementary
- 150 Clinton Secondary
- 175 Fillmore Middle School

CTRL-click or SHIFT-click to select multiple All

Summary Type Daily Period Month

Date 📅

Date Type Transaction Date Post Date Corrected Date

Include Detail

Sort By Name School Date

Report Format **Select an export format.**

PDF report

Comma Separated Values (CSV)

Generate Report

Backdated Adjustments Report Editor

Report Logic

Campus can automatically update meal transactions when the *Autocorrect transactions for backdated applications* option is enabled on the [POS Preferences](#). If a student purchases meals before their [household application](#) is processed or [amended](#) and the option to autocorrect transaction is turned on, Campus voids the existing transactions and creates new transactions based on the student's new eligibility. The Backdated Adjustments Report provides a list of the transactions that were adjusted.

Report Editor

The Report Editor allows you to select various options for this report.

Option	Description
School(s) to be included	The schools for which you want a report. You can click the All button to select all schools.
Sort by	This option allows you to sort the list of schools by the school's name or number .
Summary Type	The information for the report can be generated for a single day by choosing Daily , a date range by choosing Period , or for any Month within the current school year.
Date Type	If you choose to Sort By Date , you can choose one of the following options: <ul style="list-style-type: none"> • Transaction Date - Sorts the report by the day the transaction occurred. • Post Date - Sorts the report by the day the transaction posted. • Corrected Date - Sorts the report by the day the transaction was corrected.
Include Detail	Select this option to include detailed information about each transaction. When this option is selected, the student's name and information about the original transaction as well as the corrected transaction are included in the report.
Sort By	Select the option you want to use to sort the report data. <ul style="list-style-type: none"> • Name - Sorts the report in alphabetical order by the student's last name. • School - Sorts the report in alphabetical order by the school's name. • Date - Sorts the report according to the selected Date Type.
Export Format	You can generate the report as a PDF or CSV .

Report Examples

100 Plainview Schools District Generated on 10/29/2015 11:42:21 AM Page 1 of 2						Backdated Adjustments Report Period: 10/01/2015-10/31/2015 Date Type: Transaction Date					
School Summary											
	Original Eligibility						Corrected Eligibility				
School	Free	Red	Paid	Non-Reim	# Adj.	Void Total	Free	Red	Paid	Non-Reim	Adjustment Total
Fillmore Middle School	0	0	5	0	5	\$8.75	5	0	0	0	\$0.00
Harrison High	0	1	14	0	15	\$24.90	12	3	0	0	\$1.20
Total	0	1	19	0	20	\$33.65	17	3	0	0	\$1.20

Backdated Adjustments Report Example

Original		Corrected		Student	Item	Original Item		Corrected Item	
TX Date	Post Date	Date	Date			Amount	Elig	Amount	Elig
10/22/2015	10/22/2015	10/29/2015	10/29/2015	Adams, Simon	Lunch 7-12	\$1.75	Paid	\$0.40	Reduced
10/26/2015	10/26/2015	10/29/2015	10/29/2015	Adams, Simon	Lunch 7-12	\$1.75	Paid	\$0.40	Reduced
10/27/2015	10/27/2015	10/29/2015	10/29/2015	Adams, Simon	Lunch 7-12	\$1.75	Paid	\$0.40	Reduced
10/08/2015	10/08/2015	10/27/2015	10/27/2015	Baum, Mary	Lunch 7-12	\$1.75	Paid	\$0.00	Free
10/09/2015	10/09/2015	10/27/2015	10/27/2015	Baum, Mary	Lunch 7-12	\$1.75	Paid	\$0.00	Free
10/12/2015	10/12/2015	10/12/2015	10/12/2015	Baum, Mary	Lunch 7-12	\$1.75	Paid	\$0.00	Free
10/13/2015	10/13/2015	10/13/2015	10/13/2015	Baum, Mary	Lunch 7-12	\$1.75	Paid	\$0.00	Free
10/02/2015	10/27/2015	10/27/2015	10/27/2015	Groah, Rosalba	Lunch 7-12	\$1.75	Paid	\$0.00	Free
10/05/2015	10/27/2015	10/27/2015	10/27/2015	Groah, Rosalba	Lunch 7-12	\$1.75	Paid	\$0.00	Free
10/06/2015	10/27/2015	10/27/2015	10/27/2015	Groah, Rosalba	Lunch 7-12	\$1.75	Paid	\$0.00	Free
10/26/2015	10/26/2015	10/28/2015	10/28/2015	Lovick, Anush	Lunch 7-12	\$1.75	Paid	\$0.00	Free
10/27/2015	10/27/2015	10/28/2015	10/28/2015	Lovick, Anush	Lunch 7-12	\$1.75	Paid	\$0.00	Free
10/28/2015	10/28/2015	10/28/2015	10/28/2015	Lovick, Anush	Lunch 7-12	\$1.75	Paid	\$0.00	Free
10/26/2015	10/26/2015	10/28/2015	10/28/2015	Lovick, Calum	Lunch 7-12	\$1.75	Paid	\$0.00	Free
10/27/2015	10/27/2015	10/28/2015	10/28/2015	Lovick, Calum	Lunch 7-12	\$1.75	Paid	\$0.00	Free
10/26/2015	10/26/2015	10/28/2015	10/28/2015	Lovick, Harvae	Lunch 7-12	\$1.75	Paid	\$0.00	Free
10/27/2015	10/27/2015	10/28/2015	10/28/2015	Lovick, Harvae	Lunch 7-12	\$1.75	Paid	\$0.00	Free
10/14/2015	10/27/2015	10/28/2015	10/28/2015	Shotts, Hugh	Lunch 7-12	\$1.75	Paid	\$0.00	Free
10/16/2015	10/27/2015	10/28/2015	10/28/2015	Shotts, Hugh	Lunch 7-12	\$1.75	Paid	\$0.00	Free
10/21/2015	10/28/2015	10/28/2015	10/28/2015	Shotts, Hugh	Lunch 7-12	\$0.40	Reduced	\$0.00	Free
Total						\$33.65		\$1.20	

Report Example with Include Detail option