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 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: • **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. • **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

Backdated Adjustments Report Example

Backdated Adjustments Report continued
Period: 10/01/2015-10/31/2015   Date Type: Transaction Date

100 Plainview Schools District
10/29/2015 11:42:21 AM

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