

# Backdated Adjustments Report

Last Modified on 10/21/2024 8:22 am CDT

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

**Classic View:** Point of Sale > Reports > Backdated Adjustments Report

**Search Terms:** Backdated

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.

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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

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Summary Type  Daily  Period  Month

Date

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Date Type  Transaction Date  Post Date  Corrected Date

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Include Detail

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Sort By  Name  School  Date

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Report Format **Select an export format.**

PDF report  
 Comma Separated Values (CSV)

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

# 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					
<b>School Summary</b>											
	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*

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

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
<b>Total</b>						<b>\$33.65</b>		<b>\$1.20</b>	

*Report Example with Include Detail option*