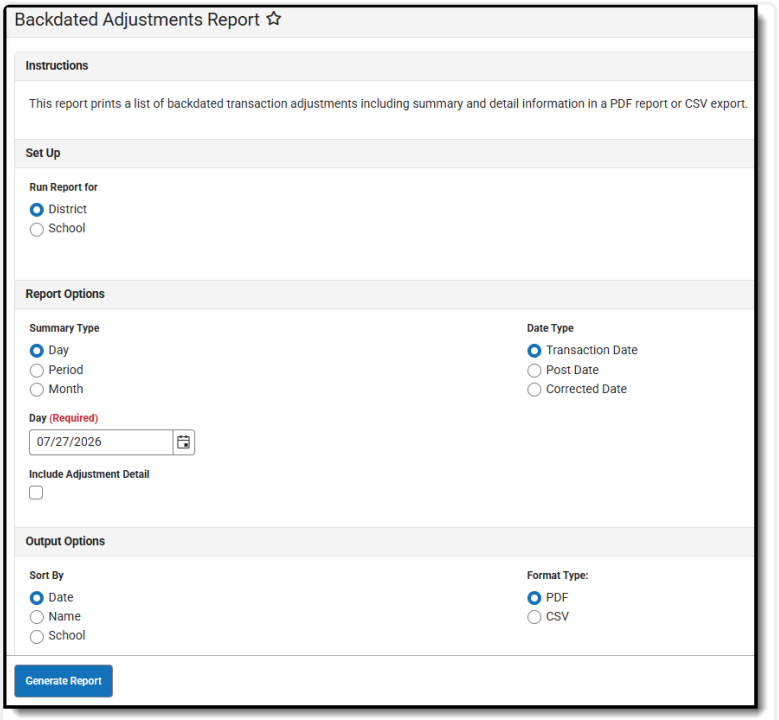
Backdated Adjustments Report

Last Modified on 07/27/2026 9:21 am CDT

Tool Search: Backdated Adjustments Report

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

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

Report Logic

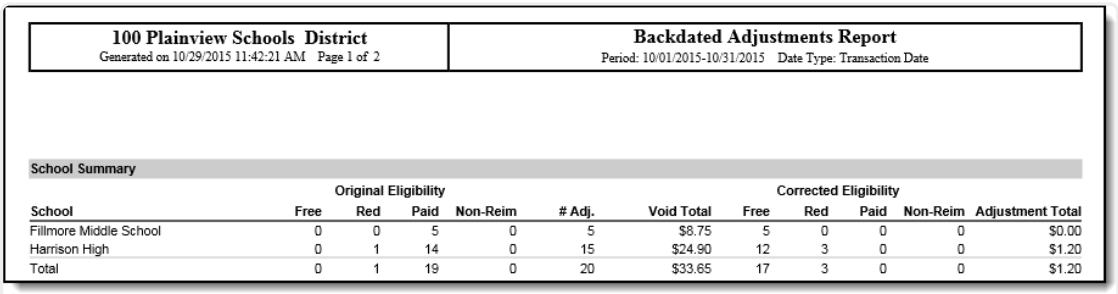
Campus can automatically update meal transactions when the *Autocorrect transactions for backdated applications* option is enabled on the General Preferences. If a student purchases meals before their household application is processed or amended and the option to autocorrect transaction is turned on, 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.

Generate the report

Use the Set Up, Report Options, and Output Options sections to configure the report output.

Option	Description
Run Report for	Select the schools to include in the report. Choose **District** to include all schools in the district, or choose **School** to add individual schools.
School	This option allows you to select a single or multiple schools.
Summary Type	The information for the report can be generated for a single day by choosing **Day**, a date range by choosing **Period**, or for any **Month** within the current school year.
Date Type	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 Adjustment 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: • **Date** - Sorts the report according to the selected **Date Type.** • **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.
Export Format	You can generate the report as a **PDF** or **CSV**.

Report Examples



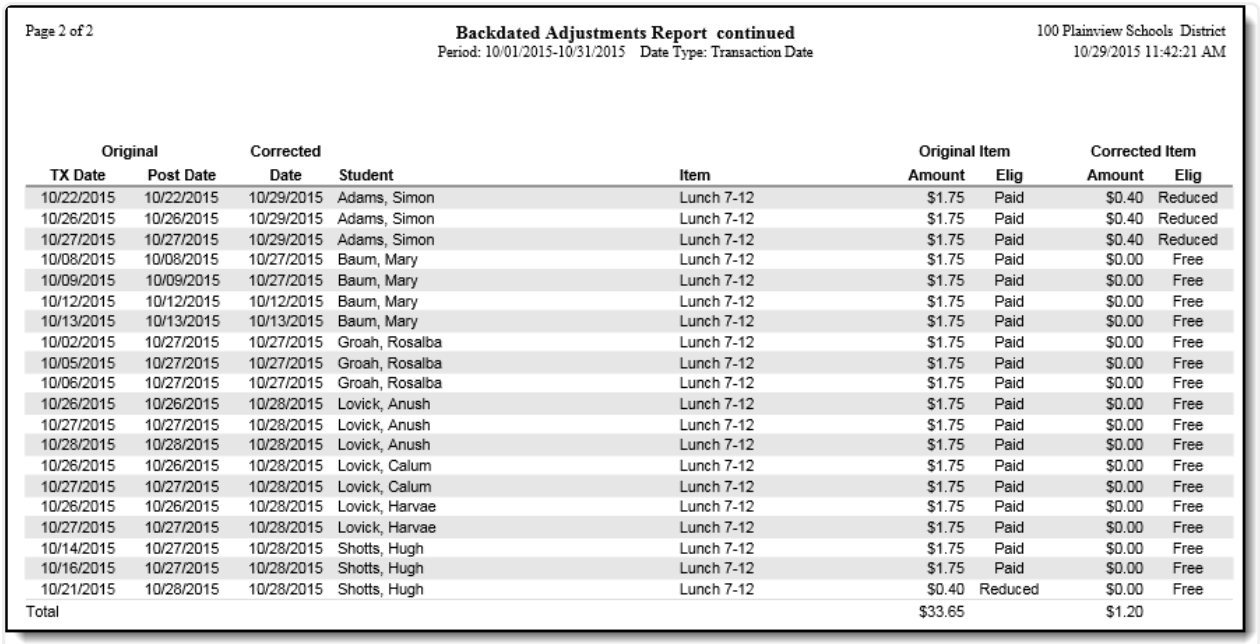
100 Plainview Schools District
Generated on 10/29/2015 11:42:21 AM Page 1 of 2

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



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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		Corrected			Original Item		Corrected Item	
TX Date	Post Date	Date	Student	Item	Amount	Elig	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