Reports (POS)

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This functionality is only available to districts that have purchased Campus Point of Sale as add-on functionality.

The reports available in the Campus Point of Sale Module provide helpful information for Food Service personnel.

Available Reports

Point of Sale reports should be generated by individuals who have access to Point of Sale data at the school and district level. These individuals usually have access to data from multiple schools.

The following reports show multiple schools, years, or dates to users even if users do not have rights to see that information.

Reports	School Use	District Use	Description
Adjustment Report	X	X	The Adjustment Report displays the adjustment summary and detail information.
Audit Report	X	X	The Audit Report audits for potentially incorrect transactions within a selected time frame. Users can generate this report in one of two modes: either by the quantity of items purchased or by the cash sale value of items purchased.
Backdated Adjustments Report	X	X	This report provides a list of backdated transaction adjustments in summary or detail form.
Cashier Report	X	X	The Cashier Report will print daily, period, or monthly transaction information for the selected terminals. This report can be used by an administrator/manager for reconciliation purposes, including a review of a cashier's drawer to verify overages or shortages.
Deposit Report	X	X	The Deposit Report prints the daily account deposit information grouped by POS terminals. There are three types of deposits: check, cash, and credit card.
End of Day	X	X	The End of Day Report will print daily, period, or monthly transactions to reconcile drawers and eliminate or reduce overages and shortages.

Reports	School Use	District Use	Description
Funds Transfer	X	X	The Funds Transfer report is generated based on data that has been moved from one food service account to another.
Item Summary	X	X	The Item Summary Report looks at all purchasable items, noting the total amount purchased and the total sales for the item based on the date range entered.
Patron Balance	X	X	The Patron Balance Report prints active staff and active student account balances. This report can be generated for a specific school or all the schools within the district.
Transaction Summary	X	X	This report prints patron summary information, transaction summary information, and transaction detail information. The group options are used to summarize the transaction information in a different way of grouping by item category: POS and Service.
Voids Report	X	X	The Voids Report provides users with a way to view and print voided transactions. The report includes results for an individual Point of Sale terminal or a group of terminals.

The following reports show data for those users who have rights to specific schools and calendars.

Reports	School or District Use	District Use	Description
Edit Check	X	X	The Edit Check Report is based on USDA regulations, 7CFR210, subpart B, section 210.8. This report prints school level summaries of enrollment and meal counts, grouped by student eligibilities and purchasable item state codes. Enrollment counts are based on students' primary enrollments. Students marked as enrollment state-excluded will not be included in enrollment counts.
Journal Batch	X		The Journal Batch Report will batch-print monthly transaction details and account balance information. This report is also available for parents/guardians to view on the Portal.
PIN Report	X	X	The PIN Report tool allows users to generate a list of PINs, PIN barcode labels, and PIN labels for each patron with a POS account within a school or district.

Reports	School or District Use	District Use	Description
Transaction Detail	X		The Transaction Detail Report reviews transactions that have occurred for the selected POS terminal.

The following are additional reports that are available in the Point of Sale Reports section:

Reports	School Use	District Use	Description
Balance Letter Wizard	X	X	The Balance Letter Wizard walks the user through the creation of a letter that includes the patron's POS account balance. It includes basic demographic information, account balance, and the mailing address. Letters can be saved for quick retrieval and generation at future dates.