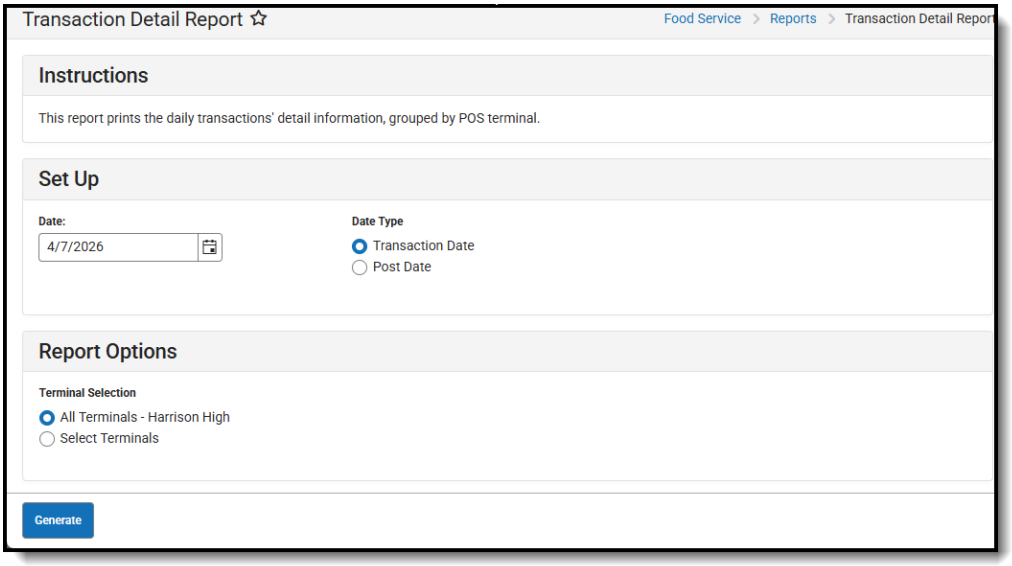
Transaction Detail

Last Modified on 06/25/2026 1:15 pm CDT

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

Tool Search: Transaction Detail Report

The Transaction Detail Report details all transactions which occurred on a specific date for a specific terminal(s).



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

Generate the Report

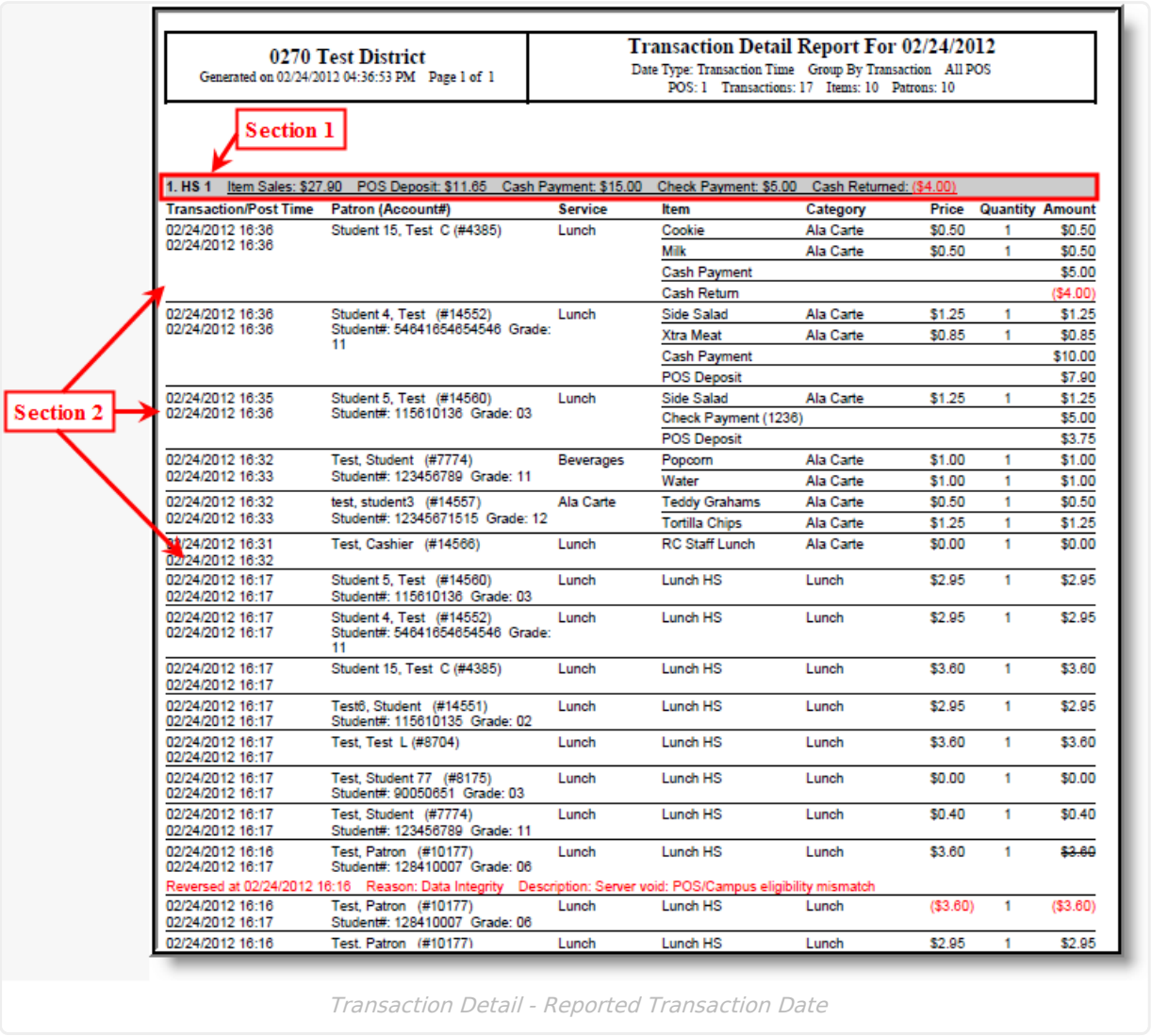
1. Enter the **Date** in *mmddyy* format or click a calendar icon to select a date.
2. Select the **Date Type**:
    - **Transaction Date**: Transactions are reported based on the date in which the sale occurred.
    - **Post Date**: Transactions are reported based on the date in which the transaction was posted to the server (student's account).
3. Select which POS terminals to include within the report.
4. Select **Generate Now** or **Submit to Batch Queue.**

Users have the option of submitting a report request to the batch queue by clicking **Submit to Batch** instead of **Generate Now**. This process allows larger reports to generate in the background, without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the Batch Queue article.

5. Select whether the report results should be generated as a **PDF** or **CSV**.
6. Click **Generate**.

Understanding the Transaction Detail Report

The Transaction Detail Report is broken into two sections: Section 1 which indicates the terminal reporting data as well as totals for payments and deposits and Section 2 which details each transaction that occurred as of the reporting date.



0270 Test District
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Transaction Detail Report For 02/24/2012
Date Type: Transaction Time Group By Transaction All POS
POS: 1 Transactions: 17 Items: 10 Patrons: 10

1. HS 1 Item Sales: $27.90 POS Deposit: $11.65 Cash Payment: $15.00 Check Payment: $5.00 Cash Returned: ($4.00)

Transaction/Post Time	Patron (Account#)	Service	Item	Category	Price	Quantity	Amount
02/24/2012 16:36 02/24/2012 16:36	Student 15, Test C (#4385)	Lunch	Cookie	Ala Carte	$0.50	1	$0.50
			Milk	Ala Carte	$0.50	1	$0.50
			Cash Payment				$5.00
			Cash Return				($4.00)
02/24/2012 16:36 02/24/2012 16:36	Student 4, Test (#14552) Student#: 54641654654546 Grade: 11	Lunch	Side Salad	Ala Carte	$1.25	1	$1.25
			Xtra Meat	Ala Carte	$0.85	1	$0.85
			Cash Payment				$10.00
			POS Deposit				$7.90
02/24/2012 16:35 02/24/2012 16:36	Student 5, Test (#14560) Student#: 115610136 Grade: 03	Lunch	Side Salad	Ala Carte	$1.25	1	$1.25
			Check Payment (1236)				$5.00
			POS Deposit				$3.75
02/24/2012 16:32 02/24/2012 16:33	Test, Student (#7774) Student#: 123456789 Grade: 11	Beverages	Popcorn	Ala Carte	$1.00	1	$1.00
			Water	Ala Carte	$1.00	1	$1.00
02/24/2012 16:32 02/24/2012 16:33	test, student3 (#14557) Student#: 12345671515 Grade: 12	Ala Carte	Teddy Grahams	Ala Carte	$0.50	1	$0.50
			Tortilla Chips	Ala Carte	$1.25	1	$1.25
02/24/2012 16:31 02/24/2012 16:32	Test, Cashier (#14566)	Lunch	RC Staff Lunch	Ala Carte	$0.00	1	$0.00
02/24/2012 16:17 02/24/2012 16:17	Student 5, Test (#14560) Student#: 115610136 Grade: 03	Lunch	Lunch HS	Lunch	$2.95	1	$2.95
02/24/2012 16:17 02/24/2012 16:17	Student 4, Test (#14552) Student#: 54641654654546 Grade: 11	Lunch	Lunch HS	Lunch	$2.95	1	$2.95
02/24/2012 16:17 02/24/2012 16:17	Student 15, Test C (#4385)	Lunch	Lunch HS	Lunch	$3.60	1	$3.60
02/24/2012 16:17 02/24/2012 16:17	Test6, Student (#14551) Student#: 115610135 Grade: 02	Lunch	Lunch HS	Lunch	$2.95	1	$2.95
02/24/2012 16:17 02/24/2012 16:17	Test, Test L (#8704)	Lunch	Lunch HS	Lunch	$3.60	1	$3.60
02/24/2012 16:17 02/24/2012 16:17	Test, Student 77 (#8175) Student#: 90050651 Grade: 03	Lunch	Lunch HS	Lunch	$0.00	1	$0.00
02/24/2012 16:17 02/24/2012 16:17	Test, Student (#7774) Student#: 123456789 Grade: 11	Lunch	Lunch HS	Lunch	$0.40	1	$0.40
02/24/2012 16:16 02/24/2012 16:17	Test, Patron (#10177) Student#: 128410007 Grade: 06	Lunch	Lunch HS	Lunch	$3.60	1	~~$3.60~~
Reversed at 02/24/2012 16:16 Reason: Data Integrity Description: Server void: POS/Campus eligibility mismatch							
02/24/2012 16:16 02/24/2012 16:17	Test, Patron (#10177) Student#: 128410007 Grade: 06	Lunch	Lunch HS	Lunch	($3.60)	1	($3.60)
02/24/2012 16:16	Test, Patron (#10177)	Lunch	Lunch HS	Lunch	$2.95	1	$2.95

Transaction Detail - Reported Transaction Date

Section 1

Section 1 indicates the terminal reporting data and the total amount of Item Sales, POS Deposits, Cash/Check Payments and Cash Returned for all transactions during the reporting date.

If more than one terminal is selected to report, each terminal's data is separated the Section 1 gray line.

Column	Description
1. (HS 1)	The name of the Point of Sale terminal reporting transaction data.
Item Sales	Indicates the total value of the items sold for the Date entered on the report editor.
POS Deposit	Indicates the total amount of money deposited into student accounts through the terminal on the Date entered on the report editor.
Cash Payment	Indicates the total amount of cash taken in by the terminal on the Date entered on the report editor.
Check Payment	Indicates the total amount of money via personal checks taken in by the terminal on the Date entered on the report editor.
Cash Returned	Indicates the total amount of cash returned to patrons during cash payment transactions.

Section 2

Section 2 describes information about each transaction which occurred on the terminal during the reporting date.

Column	Description	Ad hoc Field Name
Transaction/Post Time	Indicates the date and time in which the transaction was processed at the terminal.	posTX.txTimeStamp
Patron (Account#)	Indicates the patron who made the transaction and their account number.	posTX.accountID
Service	Indicates which service the transaction occurred within; i.e., Breakfast, Lunch, Ala Carte, etc.	posTX.serviceID posTX.serviceName
Item	Indicates the item(s) purchased as well as any cash payments, cash returns and POS account deposits made during the transaction.	posTX.purchasableName
Category	Indicates the category of the item purchased during the transaction; i.e., Lunch, Breakfast, Ala Carte.	posTX.reportingCategory

Column	Description	Ad hoc Field Name
Price	Indicates the price charged for a single quantity of the item purchased during the transaction.	posTX.debit
Quantity	Indicates the quantity of each item purchased during the transaction.	posTX.quantity
Amount	Indicates the total price charged for each item(s) during the transactions (Price x Quantity). Amounts in red indicate the amount of money returned to the student as change for a cash payment. If the amount is crossed out, this indicates the transaction was voided and the amount was not charged to the student's account. "Server void: POS/Campus eligibility mismatch" indicates the eligibility showing on the POS terminal did not match the eligibility showing for the patron in Campus at the time the transaction Posted to the server. This may be caused by any of the following reasons: • A student is charged for more than one reimbursable breakfast or lunch meal in a single day. • A student purchases more than one a la carte item in a day; each subsequent item will be charged at the non-reimbursable rate. • Changes to a student's eligibility for reimbursable meals in Campus do not match what is being shown on the Point of Sale terminal at the time of purchase.	posTX.amount