Cashier Report

Last Modified on 03/11/2024 8:44 am CDT
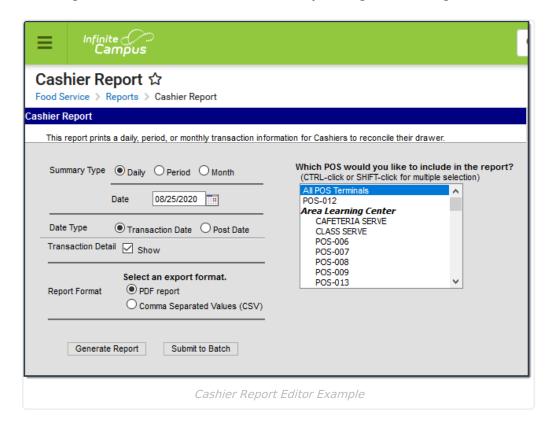
[Generating the Report](#)

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

Classic View: Point of Sale > Reports > Cashier Report

Search Terms: Cashier

The Cashier Report can print daily, period or monthly transaction information for the selected terminals. This report can be used by an administrator/manager for reconciliation purposes, including review of a cashier's drawer to verify overages or shortages.

Cashier Report Editor Example

Generating the Report

1. Determine the **Summary Type** desired for the report.

2. Enter the **Date** for the report.

   The current date is entered automatically. Depending on the summary type chosen, the

report looks at transactions for the entered date ("Daily" option), a date range ("Period" option) or a selection of dates ("Month" option).

3. Select a **Date Type**. "Transaction Date" is the day on which the event occurred (items were purchased). The "Post Date" is the day the information was recorded on the patron's account through the server.
4. Mark the **Show** checkbox if you want to include the Transaction Detail in the report.
5. Select the **POS Terminal** to include on the report. All terminals can be selected, but be aware that doing so may increase report generation time.
6. Select whether the report results should be generated as a **PDF** or **CSV**.
7. Click the **Generate Report** button OR the **Submit to Batch** button.

Users have the option of submitting a report request to the batch queue by clicking **Submit to Batch** instead of **Generate Report**. 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.

The report generates in PDF or CSV format, listing the patron's name, account number and the amount of transaction. The report is sorted by POS name.

100 Plainview Schools District	Cashier Report
Generated on 02/14/2017 11:16:27 AM Page 1 of 4	Period: 05/1/2016-12/30/2016 Date Type: Transaction Date All POS

POS Summary

POS	School	Cash Payments	Check Payments	Cash Returned	Drawer Total
POS-1	Harrison High	$3.00	$0.00	$0.00	$3.00
HHS-1	Harrison High	$100.00	$0.00	$0.00	$100.00
AES-1	Arthur Elementary	$35.00	$0.00	$0.00	$35.00
Total		$138.00	$0.00	$0.00	$138.00

Cashier Report Example