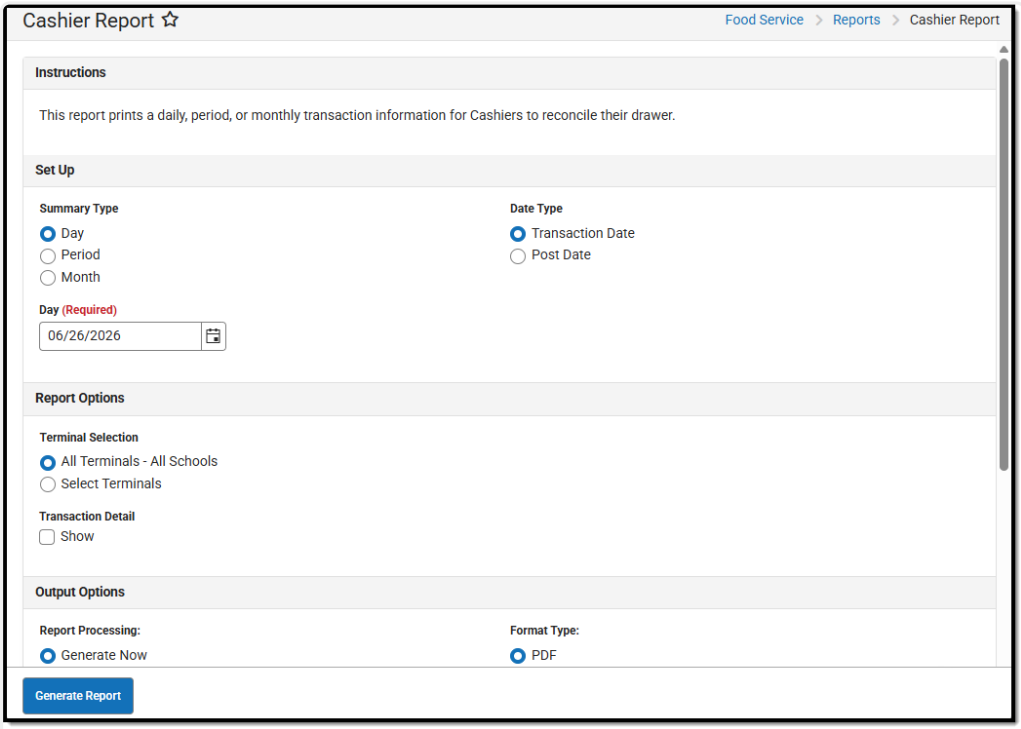
Cashier Report

Last Modified on 10/29/2026 10:01 am CDT

Point of Sale (POS) tools are available with Campus Food Service.

Tool Search: Cashier Report

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

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

Generating the Report

1. Determine the **Summary Type** desired for the report.
2. Enter the **Day** 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. Use the **Terminal Selection** to choose which terminals are on the report. All terminals can be selected. Doing so may increase report generation time.
5. Mark the **Show** checkbox if you want to include the Transaction Detail in the report.
6. Select **Generate Report** or **Submit to Batch** in Report Processing.

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.

7. Select whether the report results should be generated as a **PDF** or **CSV.** The report lists the patron’s name, account number, and transaction amount, and is sorted by POS name.

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Cashier Report
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