

# End of Day Report

Last Modified on 03/11/2024 8:44 am CDT

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

**Classic View:** Point of Sale > Reports > End of Day

**Search Terms:** End of Day

The End of Day Report details daily transaction totals per serving period, allowing users to reconcile drawers and eliminate or reduce overages and shortages.

## Generating the Report

1. Enter the **Date** for the report. All transactions at the Point of Sale terminal as of this date are reported.
2. Select a **Serving Period**. This is the time of day a meal was served.
3. Select the **Sort Type**.
4. Mark the **Transaction Detail** checkbox to include additional information about cash and check payments. See the [Transaction Detail Report](#) section for more information.
5. Mark the **Cashier Detail** checkbox to include additional information about cashier drawer

counts. See the [Cashier Detail Report](#) section for more information.

6. Select the **POS Terminal(s)** to include on the report.
7. Select whether the report results should be generated as a **PDF** or **CSV**.
8. Click the **Generate Report** button OR the **Submit to Batch** button.

## Report Editor Field Descriptions

Field	Description
<b>Date</b>	All transactions at the Point of Sale terminal as of this date are reported.
<b>Serving Period</b>	The serving period (time of day) meals/items were served. See the <a href="#">End of Serving Period Setup Requirements</a> and <a href="#">End of Serving Period Actions</a> articles for more information.
<b>Sort Type</b>	Indicates the sort type. <ul style="list-style-type: none"> <li>• <b>Cashier</b> - Transactions are sorted by cashier name.</li> <li>• <b>Terminal</b> - Transactions are sorted by terminal.</li> </ul>
<b>Transaction Detail</b>	If marked, the <a href="#">Transaction Detail Report</a> is included which details all check and cash payments, broken down by cashier.
<b>Cashier Detail</b>	If marked, the <a href="#">Cashier Detail Report</a> is included which details information about drawer status, serving time, denomination, count and total.
<b>Generate Report Submit to Batch</b>	Users have the option of submitting a report request to the batch queue by clicking <b>Submit to Batch</b> instead of <b>Generate Report</b> . 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 <a href="#">Batch Queue</a> article.
<b>Report Format</b>	You can generate the report as a <b>PDF</b> or <b>CSV</b> .
<b>Which POS would you like to include in the report?</b>	The Point of Sale terminal(s) included in the report.

## Understanding the End of Day Report

The End of Day Report details daily transaction totals per serving period with the option to include [Transaction Detail](#) and [Cashier Detail](#) information.

0347 Campus District Generated on 02/19/2010 01:11:48 PM Page 1 of 1			End of Day Cashier Report Date: 02/19/2010 Sort By: Cashier POS: All POS Serving Period: All Serving Period School: All School								
Summary											
Cashier Name	Serving Period	Terminal Name	Actual Total			Cashier Total				Over/ (Short)	Deposit Amount
			Total Cash	Total Checks	Total Drawer	Starting Cash	Cash Collected	Checks Collected	Total Collected		
Ima Cashier	Lunch	POS1	\$23.00	\$100.00	\$123.00	\$100.00	\$23.00	\$100.00	\$123.00	\$0	\$123.00

*End of Day Report*

Field	Description
<b>Cashier Name</b>	The name of the cashier reporting end of day data.
<b>Serving Period</b>	The serving period the cashier selected upon logging into the Point of Sale terminal.
<b>Terminal Name</b>	The name of the terminal the cashier was logged into while making transactions.
<b>Actual Total</b>	This section reports transactions records on the Point of Sale terminal during serving periods.
<b>Total Cash</b>	The amount of cash taken in during transactions. This means cash entered via the \$ button and entered as an Amount Tendered, minus any cash selected as Returned by the cashier during the transaction. This number can be reconciled in greater detail by looking at the Transaction Detail page and looking at the Total Cash (minus) Cash Returned.
<b>Total Checks</b>	The amount of checks taken in during transactions whenever the cashier selected the V button and entered a Check Number and Amount Tender while processing transactions.
<b>Total Drawer</b>	The combined total of Total Cash and Total Checks taken in during the serving period.
<b>Cashier Total</b>	This section reports information about cashier input after the serving period is over, Drawer Count has been selected and the cashier counted his/her drawer before logging out.
<b>Starting Cash</b>	The amount of money in the Point of Sale terminal entered by the cashier prior to serving. Starting Cash is deducted from the Deposit Amount since it is assumed this amount remains in the cash drawer for each service.
<b>Cash Collected</b>	The total amount of cash collected as entered when the cashier has counted his/her drawer.
<b>Checks Collected</b>	The total amount of checks collected as entered when the cashier has counted his/her drawer.

Field	Description
<b>Total Collected</b>	The total amount of money collected as entered when the cashier has counted his/her drawer count. This is the Total Cash collected plus Total Checks collected.
<b>Over/(Short)</b>	Reports the difference between the Total Drawer recorded under the Actual Total section of the report and the Total Collected under the Cashier Total section. This field reports any discrepancies between system transactions as input by the cashier and the drawer count entered by the cashier at the end of the serving period.
<b>Deposit Amount</b>	The amount of money the cashier deposited into the bank, based on the drawer count.

## Transaction Detail Report

The Transaction Detail Report describes cash/check payments processed on each terminal for each serving period per cashier.

Page 2 of 3		End of Day Cashier Report cont.			TEST High School — 11-12	
		Date: 07/07/2011			07/07/2011 10:50:43 AM	
<b>Transaction Detail</b>						
Borkenhagen, Taylor D						
Serving Period	Terminal	Cash Payment	Check #	Check Payments	Cash Returned	Drawer Total
Lunch	BCCS1	\$5.00				\$5.00
Lunch	BCCS1	\$2.00				\$2.00
Lunch	BCCS1		4517	\$15.00	(\$2.35)	\$12.65
Lunch	BCCS1	\$3.35				\$3.35
Lunch	BCCS1	\$3.65				\$3.65
Lunch	BCCS1	\$20.00				\$20.00
<b>Total</b>		<b>\$34.00</b>		<b>\$15.00</b>	<b>(\$2.35)</b>	<b>\$46.65</b>

*End of Day Report - Transaction Detail*

Field	Description
<b>Serving Period</b>	The serving period of the cash/check payment(s) entered per transaction.
<b>Terminal</b>	The terminal which processed the cash/check payment(s) per transaction.
<b>Cash Payment</b>	The amount of cash paid by the patron during the transaction.
<b>Check #</b>	The check number of the check used by the patron when purchasing a meal.
<b>Check Payments</b>	The amount of money paid by the patron via check per transaction.
<b>Cash Returned</b>	The amount of cash (change) given to the patron after processing a transaction payment.

Field	Description
<b>Drawer Total</b>	The total amount of money paid (or returned) per transaction.

## Cashier Detail Report

The Cashier Detail Report describes exact totals as to money existing within the drawer at the time the cashier performed a drawer count.

Page 3 of 3		End of Day Cashier Report cont. Date: 07/07/2011	TEST High School — 11-12 07/07/2011 10:50:43 AM
<b>Cashier Detail</b>			
<b>Borkenhagen, Taylor D</b>			
Serving Period: Lunch			
Drawer Status: Closed			
Serving Time: 10:44 AM - 10:50 AM			
Submitted: 1			
<b>Cash in Drawer</b>			
Denomination	Count	Total	
Pennies	42	\$0.42	
Nickels	23	\$1.15	
Dimes	20	\$2.00	
Quarters	18	\$4.50	
Half Dollars	0	\$0.00	
Dollar Coins	0	\$0.00	
\$1 Dollars	25	\$25.00	
\$5 Dollars	4	\$20.00	
\$10 Dollars	2	\$20.00	
\$20 Dollars	1	\$20.00	
\$50 Dollars	0	\$0.00	
\$100 Dollars	0	\$0.00	
<b>Total Cash</b>		<b>\$93.07</b>	
Check		\$25.00	
<b>Total in Drawer</b>		<b>\$118.07</b>	

*End of Day Report - Cashier Detail*

Field	Description
<b>Serving Period</b>	The serving period reporting cashier detail information.
<b>Drawer Status</b>	Indicates whether or not the drawer has been closed out.
<b>Serving Time</b>	The time frame of the serving period. This indicates the exact time the drawer was open and actively serving meals.
<b>Submitted</b>	If the drawer count was done more than once for the serving period (i.e., the drawer had to be re-opened due to students late to lunch), this field indicates how many times a count was submitted for the serving period.
<b>Denomination</b>	Provides a breakdown of every coin and bill existing within the drawer, as entered by the cashier when completing his/her drawer count.
<b>Count</b>	The total amount of each coin and bill existing within the drawer, as entered by the cashier when completing his/her drawer count.

Field	Description
<b>Total</b>	The total amount of money per coin and bill existing within the drawer, as entered by the cashier when completing his/her drawer count.
<b>Total Cash</b>	The total amount of cash existing within the drawer.
<b>Check</b>	The total amount of checks existing within the drawer.
<b>Total in Drawer</b>	The total amount of money existing within the drawer.

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