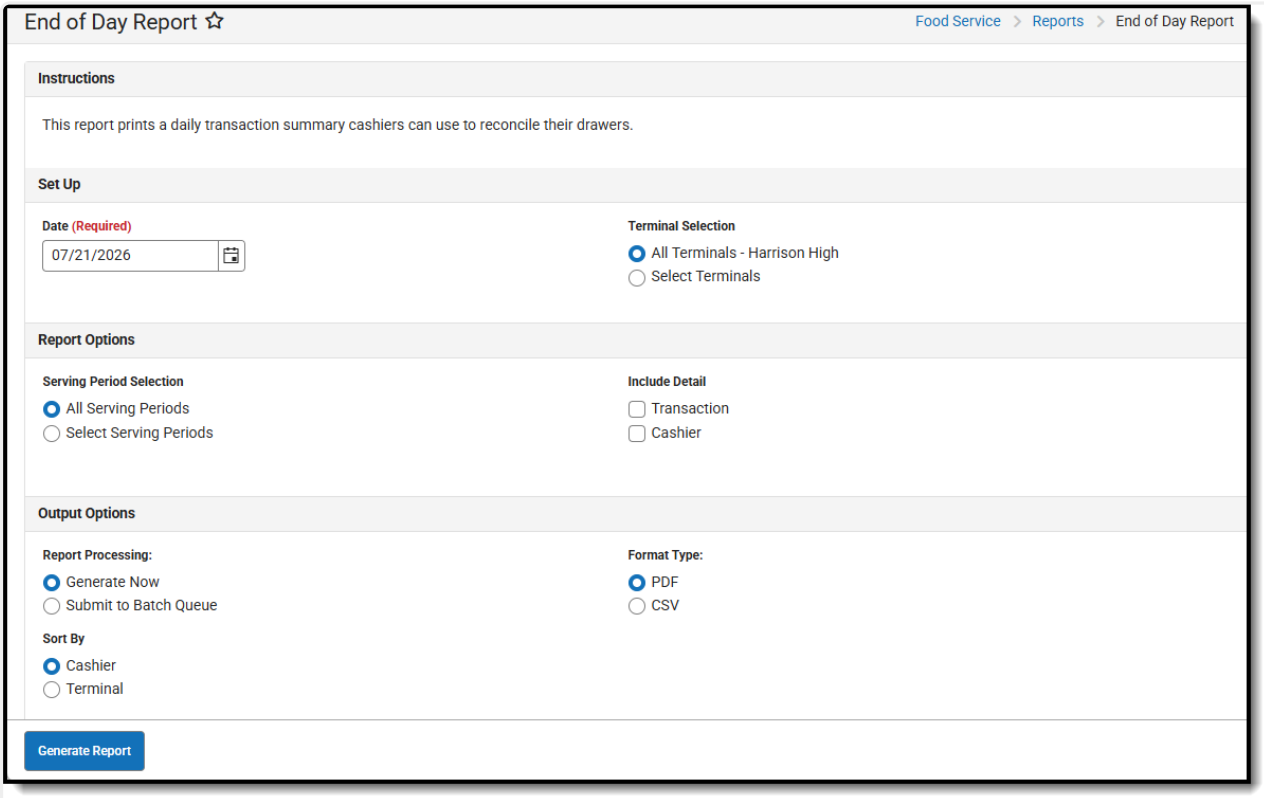
End of Day Report

Last Modified on 07/29/2026 9:52 am CDT

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

Tool Search: End of Day Report

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



End of Day Report Editor

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. Enter the **Date** for the report. All transactions at the Point of Sale terminal as of this date are reported.
2. Choose the **Terminal Selection**(s) to include in the report.
3. Select a **Serving Period Selection**. This is the time of day a meal was served.
4. Mark the **Include Detail** checkboxes:
    a. Mark **Transaction** to include additional information about cash and check payments. See the Transaction Detail Report section for more information.
    b. Mark **Cashier** to include additional information about cashier drawer counts. See the Cashier Detail Report section for more information.
5. Select a **Report Processing** option.
6. Select a **Format Type**.
7. Select a **Sort By** type.
8. Click **Generate Report**.

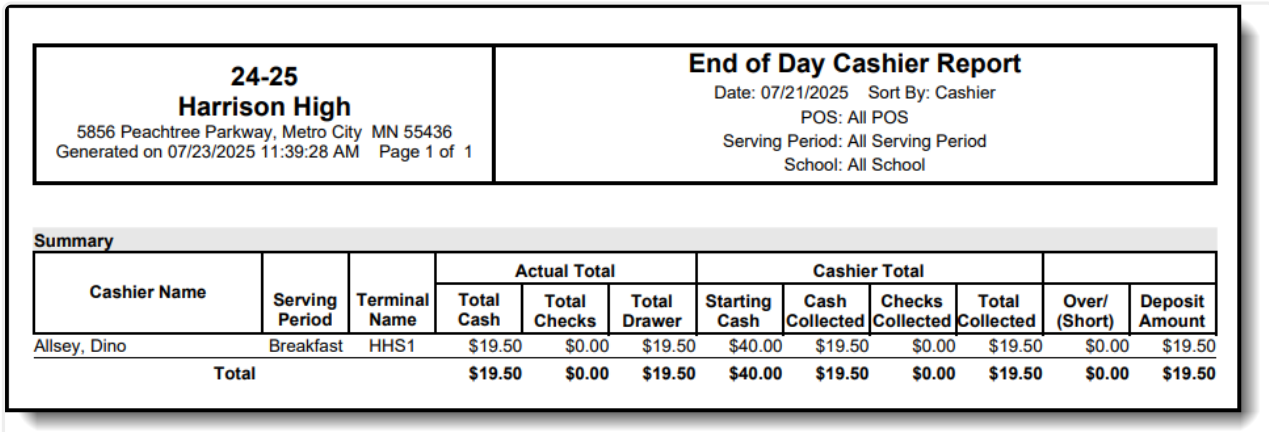
Report Editor Field Descriptions

Field	Description
Date	All transactions at the Point of Sale terminal as of this date are reported.
Terminal Selection	The Point of Sale terminal(s) included in the report.
Serving Period Selection	The serving period (time of day) meals/items were served. See the End of Serving Period Setup Requirements and End of Serving Period Actions articles for more information.
Include Detail	If Transaction is marked, the Transaction Detail Report is included which details all check and cash payments, broken down by cashier. If Cashier marked, the Cashier Detail Report is included which details information about drawer status, serving time, denomination, count and total.
Report Processing	Users can submit a report request to the batch queue by selecting **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.
Format Type	You can generate the report as a **PDF** or **CSV**.
Sort By	Indicates the sort type. • **Cashier** - Transactions are sorted by cashier name. • **Terminal** - Transactions are sorted by terminal.

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.



24-25
Harrison High
5856 Peachtree Parkway, Metro City MN 55436
Generated on 07/23/2025 11:39:28 AM Page 1 of 1

End of Day Cashier Report
Date: 07/21/2025 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					
			Total Cash	Total Checks	Total Drawer	Starting Cash	Cash Collected	Checks Collected	Total Collected	Over/ (Short)	Deposit Amount
Allsey, Dino	Breakfast	HHS1	$19.50	$0.00	$19.50	$40.00	$19.50	$0.00	$19.50	$0.00	$19.50
Total			**$19.50**	**$0.00**	**$19.50**	**$40.00**	**$19.50**	**$0.00**	**$19.50**	**$0.00**	**$19.50**

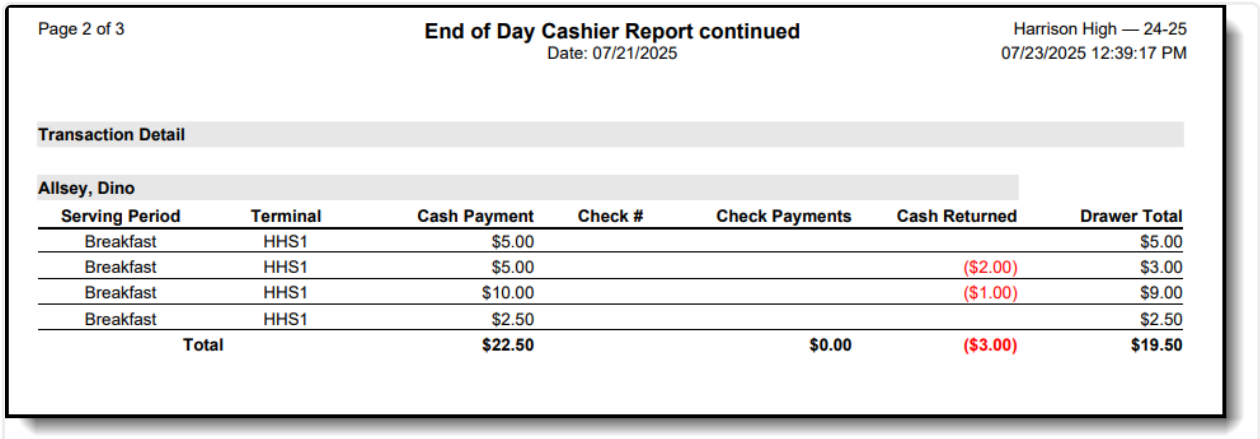
End of Day Report

Field	Description
Cashier Name	The name of the cashier reporting end of day data.
Serving Period	The serving period the cashier selected upon logging into the Point of Sale terminal.
Terminal Name	The name of the terminal the cashier was logged into while making transactions.
Actual Total	This section reports transactions records on the Point of Sale terminal during serving periods.
Total Cash	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.
Total Checks	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.
Total Drawer	The combined total of Total Cash and Total Checks taken in during the serving period.
Cashier Total	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.
Starting Cash	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.

Field	Description
Cash Collected	The total amount of cash collected as entered when the cashier has counted his/her drawer.
Checks Collected	The total amount of checks collected as entered when the cashier has counted his/her drawer.
Total Collected	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.
Over/(Short)	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.
Deposit Amount	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 continued
Date: 07/21/2025

Harrison High — 24-25
07/23/2025 12:39:17 PM

Transaction Detail

Allsey, Dino

Serving Period	Terminal	Cash Payment	Check #	Check Payments	Cash Returned	Drawer Total
Breakfast	HHS1	$5.00				$5.00
Breakfast	HHS1	$5.00			($2.00)	$3.00
Breakfast	HHS1	$10.00			($1.00)	$9.00
Breakfast	HHS1	$2.50				$2.50
Total		**$22.50**		**$0.00**	**($3.00)**	**$19.50**

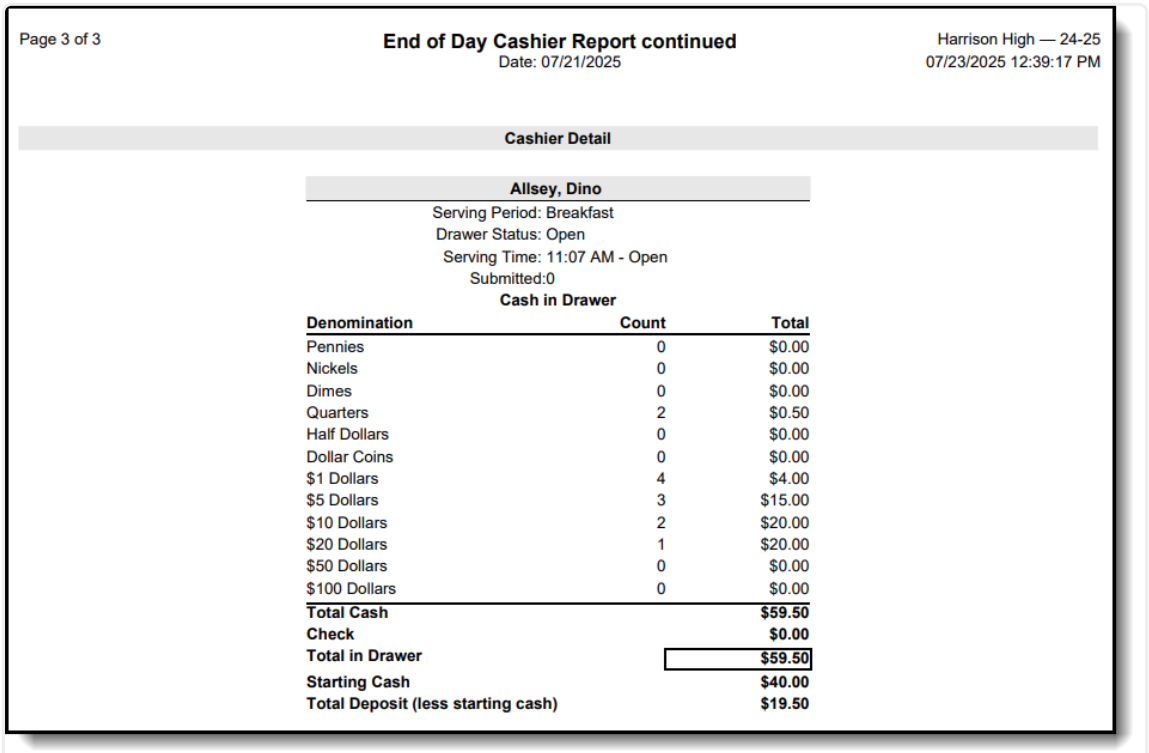
End of Day Report - Transaction Detail

Field	Description
Serving Period	The serving period of the cash/check payment(s) entered per transaction.
Terminal	The terminal which processed the cash/check payment(s) per transaction.
Cash Payment	The amount of cash paid by the patron during the transaction.
Check #	The check number of the check used by the patron when purchasing a meal.

Field	Description
Check Payments	The amount of money paid by the patron via check per transaction.
Cash Returned	The amount of cash (change) given to the patron after processing a transaction payment.
Drawer Total	The total amount of money paid (or returned) per transaction.

Cashier Detail Report

The Cashier Detail Report shows the exact totals of money in the drawer when the cashier performed a drawer count. The Cash in Drawer values include the starting cash amounts.



Page 3 of 3

End of Day Cashier Report continued
Date: 07/21/2025

Harrison High — 24-25
07/23/2025 12:39:17 PM

Cashier Detail

Allsey, Dino
Serving Period: Breakfast
Drawer Status: Open
Serving Time: 11:07 AM - Open
Submitted:0

Cash in Drawer

Denomination	Count	Total
Pennies	0	$0.00
Nickels	0	$0.00
Dimes	0	$0.00
Quarters	2	$0.50
Half Dollars	0	$0.00
Dollar Coins	0	$0.00
$1 Dollars	4	$4.00
$5 Dollars	3	$15.00
$10 Dollars	2	$20.00
$20 Dollars	1	$20.00
$50 Dollars	0	$0.00
$100 Dollars	0	$0.00
Total Cash		**$59.50**
Check		**$0.00**
Total in Drawer		**$59.50**
Starting Cash		**$40.00**
Total Deposit (less starting cash)		**$19.50**

End of Day Report - Cashier Detail

Field	Description
Serving Period	The serving period reporting cashier detail information.
Drawer Status	Indicates whether or not the drawer has been closed out.
Serving Time	The time frame of the serving period. This indicates the exact time the drawer was open and actively serving meals.

Field	Description
Submitted	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.
Denomination	Provides a breakdown of every coin and bill existing within the drawer, as entered by the cashier when completing his/her drawer count.
Count	The total amount of each coin and bill existing within the drawer, as entered by the cashier when completing his/her drawer count.
Total	The total amount of money per coin and bill existing within the drawer, as entered by the cashier when completing his/her drawer count.
Total Cash	The total amount of cash existing within the drawer.
Check	The total amount of checks existing within the drawer.
Total in Drawer	The total amount of money existing within the drawer.