Transaction Summary

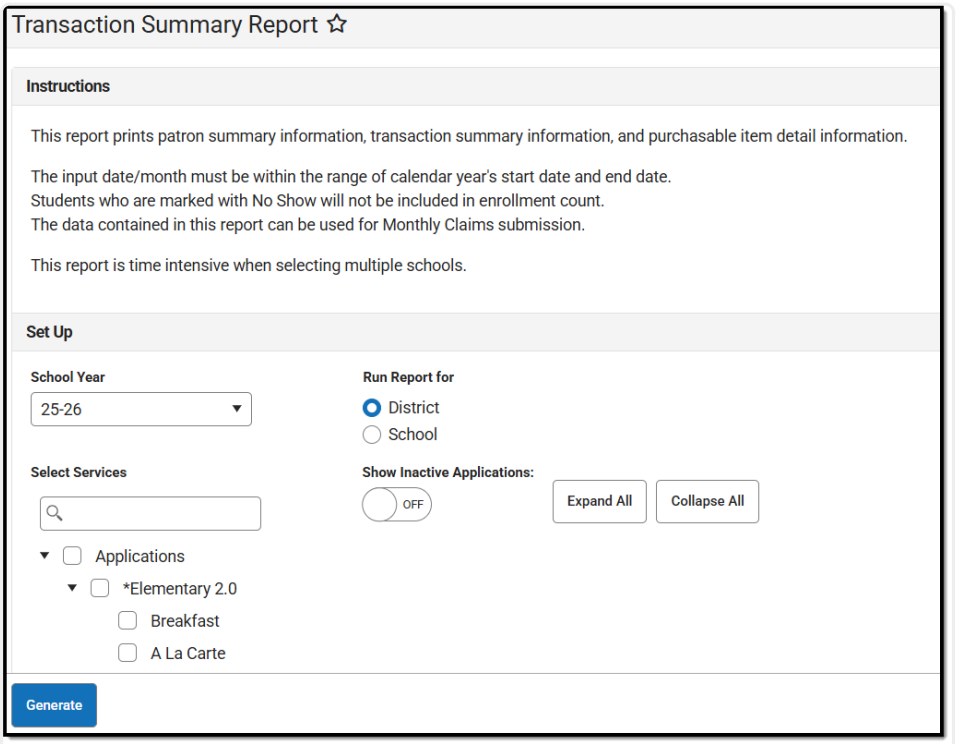
Last Modified on 07/01/2026 11:32 am CDT

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

Tool Search: Transaction Summary

The Transaction Summary Report prints patron summary information, transaction summary information and purchasable item detail information. The data contained in this report can be used for Monthly Claims submission.

This report is time intensive when multiple schools are selected.



Transaction Summary Report Editor

Read - Allows full access to the report.
Write -N/A
Add - N/A
Delete - N/A

For more information about Tool Rights and how they function, view this Tool Rights article.

Report Logic

- The input date/month must be within the range of the calendar year's start date and end date.
- If the **No Show** checkbox is selected on a student's Enrollment, that student is not included in enrollment counts and their transactions are not included in meal counts.
- This report only counts one eligibility type per student. For example, if a student has more than three Free eligibilities within the report's date range, only one eligibility is included in the overall number of Free Eligibilities.
- If a student has multiple enrollments; e.g., a student end dates one enrollment in one school and starts a new enrollment mid month in another school, the enrollment is counted at the school the student is enrolled in at the beginning of the month.
- This report does NOT include the Maximum Enrollments Total for each Eligibility when printed for a month or period. Maximum Enrollment counts must be obtained using the Edit Check Report.
- Campus uses the following logic to count enrollments.

If the student...	Then...
has a single primary enrollment at the school where the meal is served	the enrollment is counted on the calendar tied to this primary enrollment.
has a single secondary enrollment at the school where the meal is served	the enrollment is counted on the calendar tied to this secondary enrollment.
has multiple enrollments	the enrollment is counted according to the following criteria: the enrollment is counted based on primary/secondary enrollments, then the most recent enrollment Start Date, most recent End Date and finally most recent Enrollment ID.

- The report looks at the School ID assigned to the transaction at the time the item(s) were served to determine the School with which to report the item. School ID is assigned to a transaction based on the following logic:
  - If the Location School matches the POSService School, the Location School is used.
  - If no Location School is set, then a patron's active enrollments are looked for first then active district assignments. (POS TERMINALs ONLY: The posPatron table is viewed for this information.)
  - If a patron is a student with multiple school enrollments or a staff member with multiple assignments, the School ID is assigned based on primary/secondary enrollments, then most recent enrollment (employment) Start Date, then most recent enrollment (employment) End Date, then finally the most recent Enrollment ID/Assignment ID assigned.

- **Days Food Served** is the total days marked as instruction indicating a school day where students may be served meals.

GENERAL SUMMARY

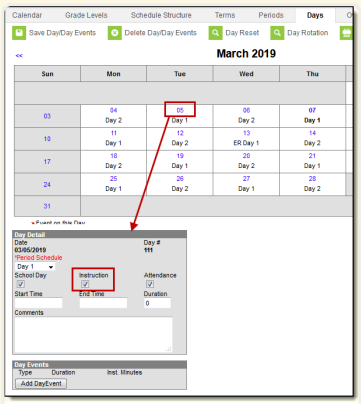
School #	School Name	Patron	Days Food Served	Enrollment Count	Eligibility Paid	Reduced	Free
#001	001 Senior High	Student	23	2059	1028	229	801
		Adult	23				
Sub-Total			23	2059	1028	229	802
Total			23	2059	1028	229	8

Days Food Served

Multiple Calendars

If you generate the report for multiple Calendars, the highest number of instructional days displays.

If at least one Calendar has a Day marked as **Instruction**, that day is included in the total for **Days Food Served**.



Day marked as Instruction

- If a number displays in the **Adult** meal column and the report was run for Students only, an adult was served a student meal.

Quantity Served By Eligibility

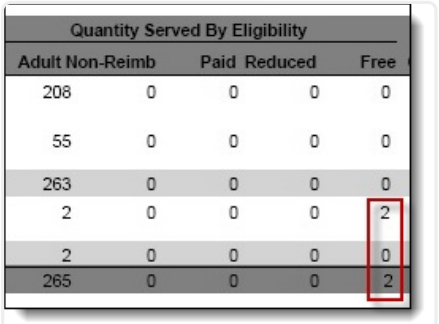
Adult	Non-Reimb	Paid	Reduced	Free
0	0	208	139	620
0	0	55	102	742
1	0	263	241	1362
0	0	2	0	2
0	0	2	0	2
1	0	265	241	1364

Adult Meal

- Non-reimbursable meals are typically additional charges incurred by students who have

already received a meal at the Paid, Free, or Reduced eligibility rate.

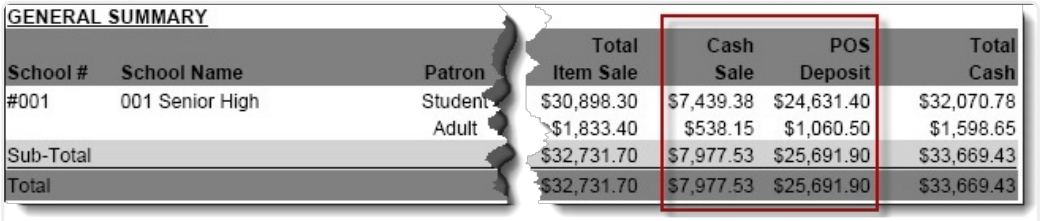
- If a number displays in a column for a reimbursable meal and the report was run for Adults only, the number indicates that a meal was served to an enrolled student and after the meal(s) was served, the student's enrollment was retroactively ended on a date prior to the date the meal was served. Otherwise, if a student with an ended enrollment gets served, they process as an Adult on the Adult report and not with an eligibility of Paid, Reduced or Free.



Quantity Served By Eligibility				
Adult	Non-Reimb	Paid	Reduced	Free
208	0	0	0	0
55	0	0	0	0
263	0	0	0	0
2	0	0	0	2
2	0	0	0	0
265	0	0	0	2

Free Meal

- The Cash Sale and POS Deposit totals cannot be reported for individual purchasable items. The Cash Sale and POS Deposit totals are a total for all selected Services. The Total Cash column reports the total of the Cash Sale and POS Deposit column.



GENERAL SUMMARY

School #	School Name	Patron	Total Item Sale	Cash Sale	POS Deposit	Total Cash
#001	001 Senior High	Student	$30,898.30	$7,439.38	$24,631.40	$32,070.78
		Adult	$1,833.40	$538.15	$1,060.50	$1,598.65
Sub-Total			$32,731.70	$7,977.53	$25,691.90	$33,669.43
Total			$32,731.70	$7,977.53	$25,691.90	$33,669.43

Cash Sale and POS Desposit

A POS Deposit is a cash or check deposit made at the Point of Sale terminal. The POS Deposit column is the total amount of cash or checks deposited at the terminal. There are two different scenarios that create a POS Deposit. First, when a patron brings cash or a check to the point of sale and the cashier deposits the entire amount. The second scenario is when a patron makes a purchase and the change due to the patron is not returned as cash and instead is deposited and credited to their account.

Report Editor

All schools are available to all users regardless of calendar rights.

Field Descriptions

Field	Description
School Year	This is the school year for which the report results should be generated.

Field	Description
Run Report for	This field allows users to select a district or multiple schools.
Select Services	This field displays all of the services tied to the selected schools and allows users to select the services for which report results should be generated. Mark the Applications checkbox to select all services. If a transaction includes items from more than one service all services must be selected to return the accurate total sales for the date range selected. For example, if a transaction includes items from the Lunch Service and the Ala Carte service both services must be selected to receive accurate total/cash sales. In addition, the Cash Sales and POS Deposit columns will not be accurate if items from more than one service are served and cash has been paid for only part of a transaction or if a cash payment made during a mixed Service transaction also results in some money being deposited into an account.
Summary Type	These options allow the user to specify the date parameter(s) of the transactions returned in the report results. • **Daily**--Transactions made on a specified date. When this option is selected, a Date field appears. • **Period**--Transactions made within a date range. When this option is selected, a Start Date and an End Date field appear. • **Month**--Transactions made within the selected month. When this option is selected, a Month field appears.
Date Type	• **Transaction Date**--The day on which the transaction occurred. • **Post Date**--The day the transaction was recorded on the patron's account through the server.
Patrons	This option allows users to return report results for **Students and Adults** or **Students** and **Adults** separately.
Group By	Groups the detailed report results by the Patron, Grade, or POS. See the Report Examples section for more information. • If the report results are grouped by **Grade**, the report includes grade level counts based on the school(s) selected. Report results are sorted by school then sorted by grade. • If the report results are grouped by **Patron** or **POS**, the report includes a patron column to indicate the student or adult count.
Include	Depending on the checkbox selected, the report results include detailed information for each item category and purchasable items. The purchasable items are sorted alphabetically and then by service.

Field	Description
Observe State Detail	If this checkbox is selected, the report excludes students marked as State Exclude on the enrollment in the Enrollment Counts section only.
Generate Report Submit to Batch	Users have the option of submitting a report request to the batch queue by clicking **Submit to Batch** instead of **Generate Extract**. 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	The format for the report: PDF or Comma Separated Values (CSV).

Report Examples

Report results are sorted by school then grade when the **Group By Grade** option is selected.

The **Other** column provides the total cash minus the total item sale.

15-16
Harrison High
585 Peachtree Parkway, Metro City MN 55436
Generated on 08/01/2016 01:15:56 PM Page 1 of 1

Monthly Transaction Summary Report for Oct. 15
School: Harrison High Total Services: 10
Date Type: Transaction Date Print Options: Student and Adult
Group By: Patron

GENERAL SUMMARY

School #	School Name	Patron	Days Food Served	Enrollment Count	Eligibility Paid	Eligibility Reduced	Eligibility Free	Total Item Sale	Cash Sale	POS Deposit	Other	Total Cash
#190	Harrison High	Student	20	1324	1286	21	17	$72.70	$1.75	$58.25	(-$12.70)	$60.00
		Adult	20					$15.25	$0.00	$20.00	$4.75	$20.00
Sub-Total			20	1324	1286	21	17	$87.95	$1.75	$78.25	(-$7.95)	$80.00
Total			20	1324	1286	21	17	$87.95	$1.75	$78.25	(-$7.95)	$80.00

SUMMARY: Breakdown By Item Category

Item Category	Total Sales By Eligibility: Adult	Non-Reimb	Paid	Reduced	Free	Total Sales	Quantity Served By Eligibility: Adult	Non-Reimb	Paid	Reduced	Free	Total Charged	Total Served
Ala Carte	$0.25	$0.00	$15.50	$0.25	$24.50	$40.50	1	0	10	1	8	20	20
Breakfast Meal	$0.00	$0.50	$1.00	$0.00	$0.00	$1.50	0	1	2	0	0	3	3
Cafe	$0.00	$0.00	$3.00	$0.00	$0.00	$3.00	0	0	1	0	0	1	1
Lunch Meal	$15.00	$7.50	$19.25	$1.20	$0.00	$42.95	6	3	11	3	12	23	35
Total	$15.25	$8.00	$38.75	$1.45	$24.50	$87.95	7	4	24	4	20	47	59

General Transaction Summary Report

100 Plainview Schools District
Generated on 08/01/2016 01:24:14 PM Page 1 of 1

Monthly Transaction Summary Report for Oct. 15
Total Schools: 16 Total Services: 31
Date Type: Transaction Date Print Options: Student
Group By: Grade

GENERAL SUMMARY

School #	School Name	Grade	Days Food Served	Enrollment Count	Eligibility Paid	Reduced	Free	Total Item Sale	Cash Sale	POS Deposit	Other	Total Cash
#100	Arthur Elementary	01	22	99	99	0	0	$0.00	$0.00	$0.00	$0.00	$0.00
		02	22	215	214	1	0	$0.00	$0.00	$0.00	$0.00	$0.00
		03	22	116	114	0	2	$1.25	$0.00	$0.00	(-$1.25)	$0.00
		04	22	687	678	4	5	$0.00	$0.00	$0.00	$0.00	$0.00
		05	22	688	678	5	5	$0.00	$0.00	$0.00	$0.00	$0.00
		11	22	0	0	0	0	$4.00	$0.00	$0.00	(-$4.00)	$0.00
		KG	22	162	161	1	0	$5.25	$0.00	$0.00	(-$5.25)	$0.00
Sub-Total			22	1967	1944	11	12	$10.50	$0.00	$0.00	(-$10.50)	$0.00
#105	Fillmore Middle School	06	20	674	662	4	8	$8.75	$1.75	$8.25	$1.25	$10.00
		07	20	731	713	8	10	$0.00	$0.00	$0.00	$0.00	$0.00
		08	20	269	261	2	6	$1.75	$0.00	$0.00	(-$1.75)	$0.00
Sub-Total			20	1674	1636	14	24	$10.50	$1.75	$8.25	(-$0.50)	$10.00
#190	Harrison High	09	20	186	184	0	2	$13.75	$1.75	$38.25	$26.25	$40.00
		10	20	395	384	7	4	$7.75	$0.00	$0.00	(-$7.75)	$0.00
		11	20	506	487	11	8	$49.45	$0.00	$20.00	(-$29.45)	$20.00
		12	20	237	231	3	3	$1.75	$0.00	$0.00	(-$1.75)	$0.00
Sub-Total			20	1324	1286	21	17	$72.70	$1.75	$58.25	(-$12.70)	$60.00
#4	Jefferson Middle	08	22	1	1	0	0	$0.00	$0.00	$0.00	$0.00	$0.00
Sub-Total			22	1	1	0	0	$0.00	$0.00	$0.00	$0.00	$0.00
Total			22	4966	4867	46	53	$93.70	$3.50	$66.50	(-$23.70)	$70.00

Monthly Transaction Summary Grouped by Grade

Grade 03

DETAIL: Breakdown By Item Category

Service	Item Category	Application	Total Sales By Eligibility Adult	Non-Reimb	Paid	Reduced	Free	Total Sales	Quantity Served By Eligibility Adult	Non-Reimb	Paid	Reduced	Free	Total Charged	Total Served
Lunch 109	Ala Carte	Kennedy Elem	$0.00	$0.00	$23.90	$2.10	$0.90	$26.90	0	0	76	7	3	86	86
Sub-Total			$0.00	$0.00	$23.90	$2.10	$0.90	$26.90	0	0	76	7	3	86	86
Brfst 109	Breakfast Meal	Kennedy Elem	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0	0	1545	239	1129	0	2913
Sub-Total			$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0	0	1545	239	1129	0	2913
Lunch 109	Lunch Meal	Kennedy Elem	$0.00	$17.40	$2,263.70	$95.60	$0.00	$2,376.70	0	6	1418	240	1180	1659	2844
Sub-Total			$0.00	$17.40	$2,263.70	$95.60	$0.00	$2,376.70	0	6	1418	240	1180	1659	2844
Total			$0.00	$17.40	$2,287.60	$97.70	$0.90	$2,403.60	0	6	3039	486	2312	1745	5843

Grade 04

DETAIL: Breakdown By Item Category

Service	Item Category	Application	Total Sales By Eligibility Adult	Non-Reimb	Paid	Reduced	Free	Total Sales	Quantity Served By Eligibility Adult	Non-Reimb	Paid	Reduced	Free	Total Charged	Total Served
Lunch 109	Ala Carte	Kennedy Elem	$0.00	$0.00	$5.70	$1.50	$0.00	$7.20	0	0	19	5	0	24	24
Sub-Total			$0.00	$0.00	$5.70	$1.50	$0.00	$7.20	0	0	19	5	0	24	24
Brfst 109	Breakfast Meal	Kennedy Elem	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0	0	942	170	814	0	1926
Sub-Total			$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0	0	942	170	814	0	1926
Lunch 109	Lunch Meal	Kennedy Elem	$0.00	$2.90	$1,411.20	$74.40	$0.00	$1,488.50	0	1	893	186	855	1069	1935
Sub-Total			$0.00	$2.90	$1,411.20	$74.40	$0.00	$1,488.50	0	1	893	186	855	1069	1935
Total			$0.00	$2.90	$1,416.90	$75.90	$0.00	$1,495.70	0	1	1854	361	1669	1093	3885

Transaction Summary Report - Item Categories grouped by Grade

Grade 01

DETAIL: Breakdown By Purchasable Item

Service	Purch Item	Item Category	Total Sales By Eligibility Adult	Non-Reimb	Paid	Reduced	Free	Total Sales	Quantity Served By Eligibility Adult	Non-Reimb	Paid	Reduced	Free	Total Charged	Total Served
Lunch	LUNCH/elem	Lunch	$0.00	$0.00	$364.00	$55.60	$0.00	$419.60	0	0	208	139	620	347	967
Lunch	LUNCH/elem	Lunch	$0.00	$0.00	$96.25	$40.80	$0.00	$137.05	0	0	55	102	742	157	899
Sub Total			$0.00	$0.00	$460.25	$96.40	$0.00	$556.65	0	0	263	241	1362	504	1866
Lunch	Mlk	Ala Carte	$0.00	$0.00	$0.70	$0.00	$0.70	$1.40	0	0	2	0	2	4	4
Total			$0.00	$0.00	$460.95	$96.40	$0.70	$558.05		0	265	241	1364	508	1870

Grade 02

DETAIL: Breakdown By Purchasable Item

Service	Purch Item	Item Category	Total Sales By Eligibility Adult	Non-Reimb	Paid	Reduced	Free	Total Sales	Quantity Served By Eligibility Adult	Non-Reimb	Paid	Reduced	Free	Total Charged	Total Served
Lunch	LUNCH/elem	Lunch	$0.00	$0.00	$243.25	$49.60	$0.00	$292.85	0	0	139	124	519	263	782
Lunch	LUNCH/elem	Lunch	$0.00	$0.00	$197.75	$59.60	$0.00	$257.35	0	0	113	149	647	262	909
Sub Total			$0.00	$0.00	$441.00	$109.20	$0.00	$550.20	0	0	252	273	1166	525	1691
Lunch	Mlk	Ala Carte	$0.00	$0.00	$0.70	$0.00	$0.00	$0.70	0	0	2	0	0	2	2
Total			$0.00	$0.00	$441.70	$109.20	$0.00	$550.90		0	254	273	1166	527	1693

Transaction Summary Report - Purchasable items grouped by Grade

POS JEFF-01

DETAIL: Breakdown By Purchasable Item

Service	Purch Item	Item Category	Total Sales By Eligibility					Total Sales	Quantity Served By Eligibility					Total Charged	Total Served
			Adult	Non-Reimb	Paid	Reduced	Free		Adult	Non-Reimb	Paid	Reduced	Free		
Lunch	LUNCH/elem	Lunch	$0.00	$0.00	$364.00	$55.60	$0.00	$419.60	0	0	208	139	620	347	967
Lunch	LUNCH/elem	Lunch	$0.00	$0.00	$96.25	$40.80	$0.00	$137.05	0	0	55	102	742	157	899
Sub Total			$0.00	$0.00	$460.25	$96.40	$0.00	$556.65	0	0	263	241	1362	504	1866
Lunch	Mlk	Ala Carte	$0.00	$0.00	$0.70	$0.00	$0.70	$1.40	0	0	2	0	2	4	4
Total			$0.00	$0.00	$460.95	$96.40	$0.70	$558.05		0	265	241	1364	508	1870

POS LINC-01

DETAIL: Breakdown By Purchasable Item

Service	Purch Item	Item Category	Total Sales By Eligibility					Total Sales	Quantity Served By Eligibility					Total Charged	Total Served
			Adult	Non-Reimb	Paid	Reduced	Free		Adult	Non-Reimb	Paid	Reduced	Free		
Lunch	LUNCH/elem	Lunch	$0.00	$0.00	$243.25	$49.60	$0.00	$292.85	0	0	139	124	519	263	782
Lunch	LUNCH/elem	Lunch	$0.00	$0.00	$197.75	$59.60	$0.00	$257.35	0	0	113	149	647	262	909
Sub Total			$0.00	$0.00	$441.00	$109.20	$0.00	$550.20	0	0	252	273	1166	525	1691
Lunch	Mlk	Ala Carte	$0.00	$0.00	$0.70	$0.00	$0.00	$0.70	0	0	2	0	0	2	2
Total			$0.00	$0.00	$441.70	$109.20	$0.00	$550.90		0	254	273	1166	527	1693

Transaction Summary Report - Purchasable items grouped by Point of Sale