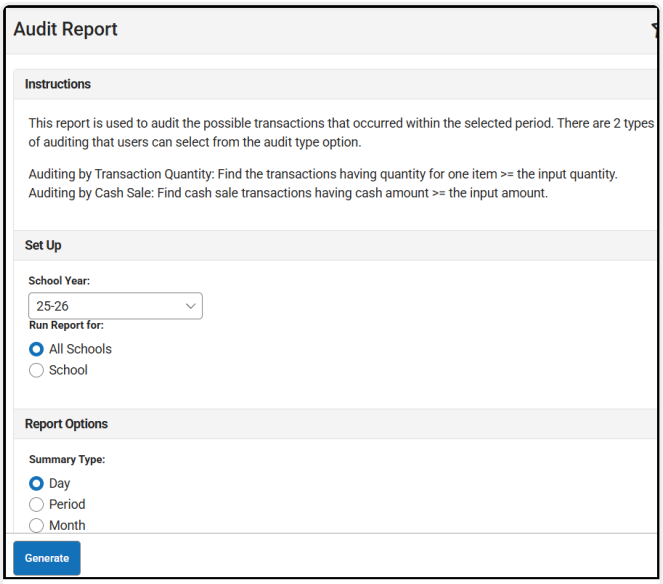
Audit Report

Last Modified on 11/12/2026 10:41 am CST

Path: Food Service > Reports > Audit Report

The Audit Report audits for potentially incorrect transactions within a selected time frame. Users can generate this report in one of two modes: by the quantity of items purchased or by the cash sale value of items purchased.



Audit Report Editor

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

Report Logic

- The Audit Type **Quantity** option finds transactions having a quantity for one item greater than or equal to the entered minimum quantity. When this option is selected, the Purchasable Items display and you can select which items you want to include in the report.
- The Audit Type **Cash Sale** option finds cash sale transactions with a cash amount greater than or equal to the entered minimum amount.

Generating the Report

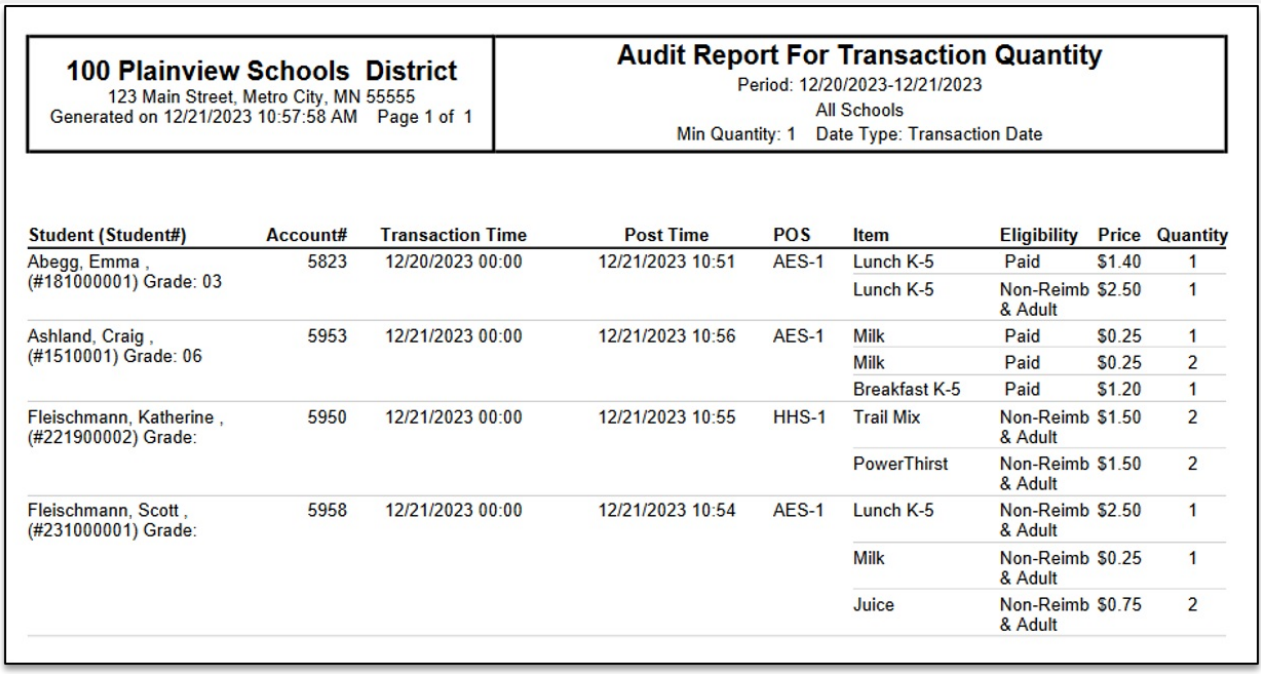
1. Select a **School Year**.
2. Select **All Schools** or the **School** for which to generate the report from the dropdown list and the school (calendar) year.
3. Select the **Summary Type**.

- The **Daily** option requires users enter a reporting date.
- The **Period** option requires users enter Start and End Dates
- The **Month** option requires users select the month for reporting data.

4. Select the **Date Type**.
   - **Transaction Date**: When the transaction took place.
   - **Post Date**: When the transaction was posted to the student's account.
5. Select the **Audit Type**.
   - The Quantity type finds transactions with a minimum quantity greater than or equal to the entered value. When this option is selected, the Purchasable Item Selection will display to choose which items to include in the report.
     - **All Purchasable Items**: shows all items of the selected item type.
     - **Select Purchasable Items**: only shows the chosen Purchasable Items of the selected Item Type.
   - The **Cash Sale** option finds cash sale transactions having a cash amount greater than or equal to the input amount.
6. Select **Generate Now** or **Submit to Batch**.
7. Select whether the report results should be generated as a **PDF** or **CSV**.
8. Click **Generate**. The report generates a PDF or CSV file, listing the desired options (quantity, cash) for the selected Summary Type and Date Type.
9. 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.

Understanding the Quantity Audit Report

The Quantity Audit Report indicates all transactions where the quantity for an item is greater than or equal to the quantity entered.



100 Plainview Schools District
123 Main Street, Metro City, MN 55555
Generated on 12/21/2023 10:57:58 AM Page 1 of 1

Audit Report For Transaction Quantity
Period: 12/20/2023-12/21/2023
All Schools
Min Quantity: 1 Date Type: Transaction Date

Student (Student#)	Account#	Transaction Time	Post Time	POS	Item	Eligibility	Price	Quantity
Abegg, Emma , (#181000001) Grade: 03	5823	12/20/2023 00:00	12/21/2023 10:51	AES-1	Lunch K-5	Paid	$1.40	1
					Lunch K-5	Non-Reimb & Adult	$2.50	1
Ashland, Craig , (#1510001) Grade: 06	5953	12/21/2023 00:00	12/21/2023 10:56	AES-1	Milk	Paid	$0.25	1
					Milk	Paid	$0.25	2
					Breakfast K-5	Paid	$1.20	1
Fleischmann, Katherine , (#221900002) Grade:	5950	12/21/2023 00:00	12/21/2023 10:55	HHS-1	Trail Mix	Non-Reimb & Adult	$1.50	2
					PowerThirst	Non-Reimb & Adult	$1.50	2
Fleischmann, Scott , (#231000001) Grade:	5958	12/21/2023 00:00	12/21/2023 10:54	AES-1	Lunch K-5	Non-Reimb & Adult	$2.50	1
					Milk	Non-Reimb & Adult	$0.25	1
					Juice	Non-Reimb & Adult	$0.75	2

Audit Report - Quantity Audit Report

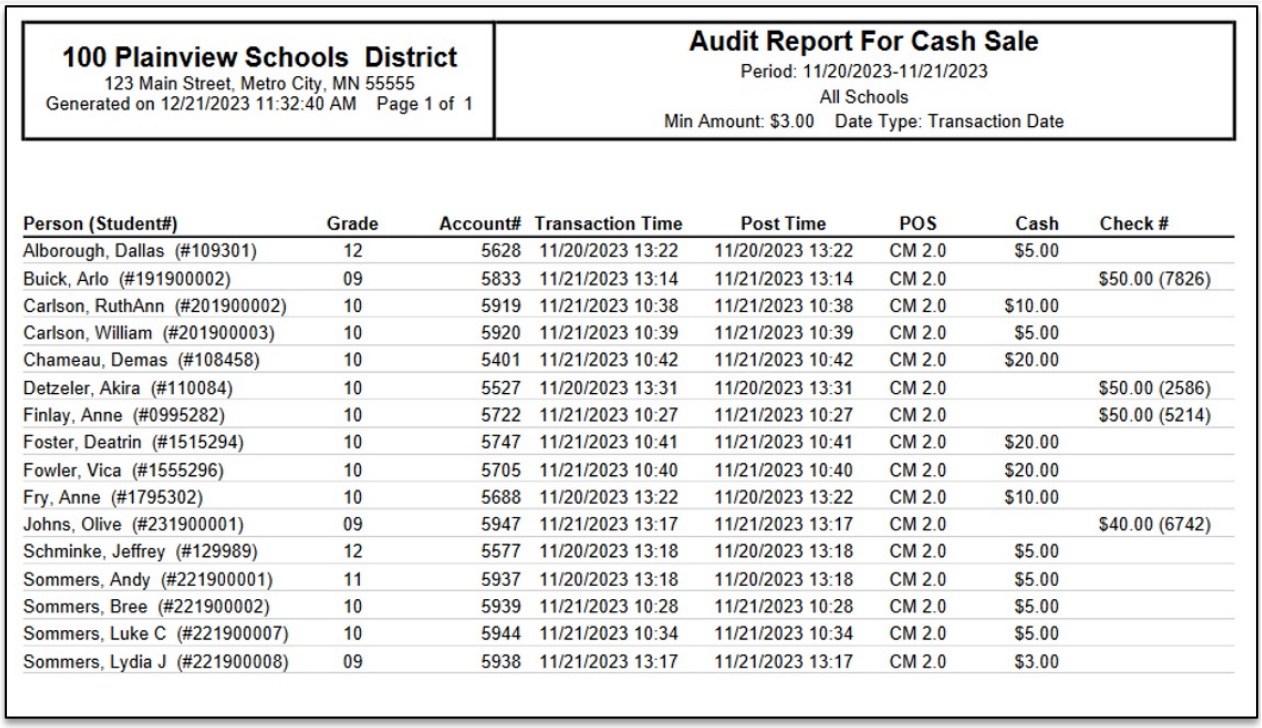
Field Descriptions

Field	Definition
Student (Student#)	The student's/patron's name who made the purchase, including the student number and grade.
Account#	The account number charged for the item.
Transaction Time	Indicates the time the transaction occurred on the Point of Sale terminal.
Post Time	Indicates the time the transaction was posted to the server. Gaps between the Transaction Time and the Post Time can occur if transactions processed on the Point of Sale terminal are not sent to the server immediately due to a network issue or the terminal is not connected to the network until after each serving period. For entries made into a patron's Journal, gaps can occur when the Transaction Time selected by the person entering the information is different (back dated or future dated), than the actual time the transaction is being entered. The Post Time in this case should be close to the actual data entry time in Campus.
POS	Indicates the terminal which processed the transaction. Transactions with a POS value of "SERVER" are generally transactions that were entered through the patron's Journal.
Item	Indicates the item purchased.
Eligibility	Indicates the student's eligibility for the item purchased.

Field	Definition
Price	Indicates the price charged for the item purchased and is based on the pricing established in the Purchasable Items tool.
Quantity	Indicates the quantity of each Item sold during the transaction.

Understanding the Cash Sale Report

The Cash Sale Report indicates all cash sale transactions where the cash amount is greater than or equal to the cash amount entered.



100 Plainview Schools District
123 Main Street, Metro City, MN 55555
Generated on 12/21/2023 11:32:40 AM Page 1 of 1

Audit Report For Cash Sale
Period: 11/20/2023-11/21/2023
All Schools
Min Amount: $3.00 Date Type: Transaction Date

Person (Student#)	Grade	Account#	Transaction Time	Post Time	POS	Cash	Check #
Alborough, Dallas (#109301)	12	5628	11/20/2023 13:22	11/20/2023 13:22	CM 2.0	$5.00	
Buick, Arlo (#191900002)	09	5833	11/21/2023 13:14	11/21/2023 13:14	CM 2.0		$50.00 (7826)
Carlson, RuthAnn (#201900002)	10	5919	11/21/2023 10:38	11/21/2023 10:38	CM 2.0	$10.00	
Carlson, William (#201900003)	10	5920	11/21/2023 10:39	11/21/2023 10:39	CM 2.0	$5.00	
Chameau, Demas (#108458)	10	5401	11/21/2023 10:42	11/21/2023 10:42	CM 2.0	$20.00	
Detzeler, Akira (#110084)	10	5527	11/20/2023 13:31	11/20/2023 13:31	CM 2.0		$50.00 (2586)
Finlay, Anne (#0995282)	10	5722	11/21/2023 10:27	11/21/2023 10:27	CM 2.0		$50.00 (5214)
Foster, Deatrin (#1515294)	10	5747	11/21/2023 10:41	11/21/2023 10:41	CM 2.0	$20.00	
Fowler, Vica (#1555296)	10	5705	11/21/2023 10:40	11/21/2023 10:40	CM 2.0	$20.00	
Fry, Anne (#1795302)	10	5688	11/20/2023 13:22	11/20/2023 13:22	CM 2.0	$10.00	
Johns, Olive (#231900001)	09	5947	11/21/2023 13:17	11/21/2023 13:17	CM 2.0		$40.00 (6742)
Schminke, Jeffrey (#129989)	12	5577	11/20/2023 13:18	11/20/2023 13:18	CM 2.0	$5.00	
Sommers, Andy (#221900001)	11	5937	11/20/2023 13:18	11/20/2023 13:18	CM 2.0	$5.00	
Sommers, Bree (#221900002)	10	5939	11/21/2023 10:28	11/21/2023 10:28	CM 2.0	$5.00	
Sommers, Luke C (#221900007)	10	5944	11/21/2023 10:34	11/21/2023 10:34	CM 2.0	$5.00	
Sommers, Lydia J (#221900008)	09	5938	11/21/2023 13:17	11/21/2023 13:17	CM 2.0	$3.00	

Audit Report - Cash Sale Report

Field Descriptions

Field	Definition
Student (Student#)	The student's/patron's name who made the purchase, including the student number and grade.
Grade	Grade of the patron (if not a staff member).
Account#	The account number charged for the item purchased.
Transaction Time	Indicates the time the transaction occurred on the Point of Sale terminal. The Transaction Time shown for entries made in a patron's Journal is defined by the date entered on the Journal with the time set to 12:00 AM.

Field	Definition
Post Time	Indicates the time the transaction was posted to the server. Gaps between the Transaction Time and the Post Time can occur if transactions processed on the Point of Sale terminal are not sent to the server immediately due to a network issue or the terminal is not connected to the network until after each serving period. For entries made into a patron's Journal, gaps can occur when the Transaction Time selected by the person entering the information is different (back dated or future dated), than the actual time the transaction is being entered. The Post Time in this case should be close to the actual data entry time in Campus.
POS	Indicates the terminal which processed the transaction. Transactions with a POS value of "SERVER" are generally transactions that were entered through the patron's Journal.
Cash	The amount of cash taken from the patron and entered into the terminal during the transaction.
Check #	The check amount and check number entered by the cashier during the transaction.