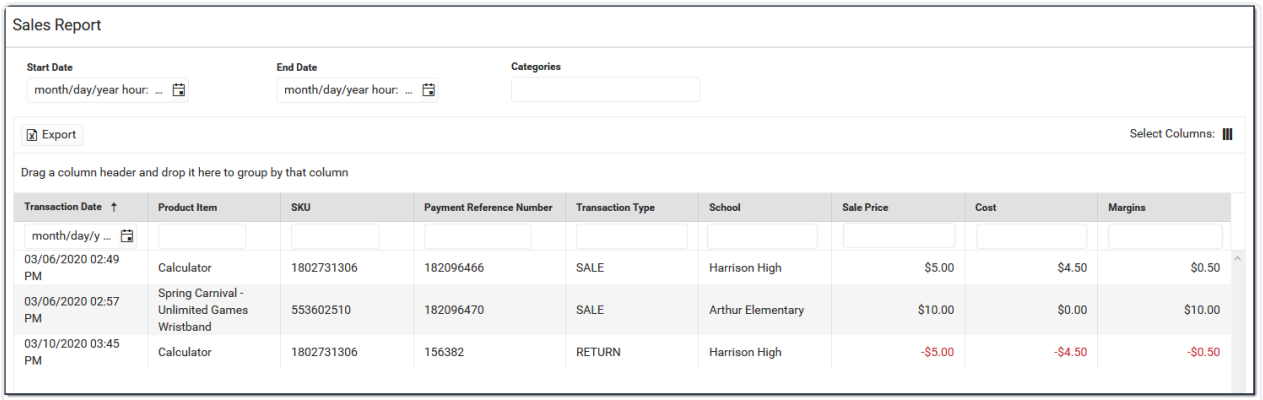
Sales

Last Modified on 11/19/2026 2:34 pm CST

Tool Search: Sales

The Sales Report shows sales activity for all stores in your district. By default, the report includes data from all schools and stores. To view sales activity for a specific school, select that school from the **Campus** toolbar before running the report. You can further filter the results by selecting a start and end date, which shows transactions that occurred within those dates, and one or more categories.

See the School Store Reports Tool Rights article for information on available tool rights.

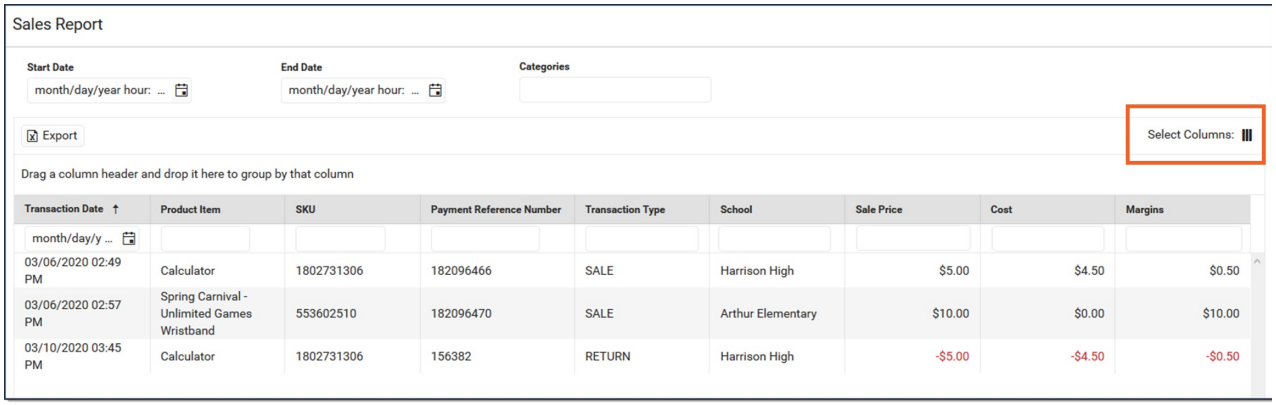


Sales Report Editor

The Sales report can be exported to a Microsoft Excel file.

	Transaction Date	Product Item	SKU	Payment Reference Numb	Transaction Type	School	Sale Price	Cost	Margins
2	3/6/2020 14:49	Calculator	1802731306	t1_txn_6398f7ad1fcdc1f495	SALE	Harrison High	5.00	4.50	0.50
3	3/6/2020 14:57	Spring Carnival - Unlimited Games Wristband	553602510	t1_txn_6398f7ad1fcdc1f495	SALE	Arthur Elementary	10.00	0.00	10.00
4	3/10/2020 15:45	Calculator	1802731306	t1_txn_6398f7ad1fcdc1f495	RETURN	Harrison High	-5.00	-4.50	-0.50
5	3/10/2020 16:07	Beverages - Diet Coke	1125346074	t1_txn_6398f7ad1fcdc1f495	SALE	Harrison High	2.00	1.00	1.00
6	3/10/2020 16:07	Beverages - Coke Zero	30630076	t1_txn_6398f7ad1fcdc1f495	SALE	Harrison High	2.00	1.00	1.00
7	3/10/2020 16:07	Beverages - Gatorade	1102655945	t1_txn_6398f7ad1fcdc1f495	SALE	Harrison High	3.00	0.00	3.00
8	3/13/2020 13:28	Beverages - Diet Coke	1125346074	t1_txn_63938c534c87d7bbc	SALE	Harrison High	2.00	1.00	1.00
9	3/13/2020 13:28	Beverages - Diet Coke	1125346074	t1_txn_63938c534c87d7bbc	SALE	Harrison High	2.00	1.00	1.00
10	3/13/2020 13:28	Beverages - Diet Coke	1125346074	t1_txn_63938c534c87d7bbc	SALE	Harrison High	2.00	1.00	1.00
11	3/13/2020 13:28	Beverages - Diet Coke	1125346074	t1_txn_63938c534c87d7bbc	SALE	Harrison High	2.00	1.00	1.00
12	3/13/2020 13:05	Chips - Doritos	2121026235	t1_txn_639386edd2a99ff8a	SALE	Harrison High	1.00	0.50	0.50
13	3/13/2020 13:05	Chips - Doritos	2121026235	t1_txn_639386edd2a99ff8a	SALE	Harrison High	1.00	0.50	0.50
14	3/13/2020 13:05	Chips - Doritos	2121026235	t1_txn_639386edd2a99ff8a	SALE	Harrison High	1.00	0.50	0.50
15	3/13/2020 13:05	Candy - Boston Baked Beans	1821172994	t1_txn_639386edd2a99ff8a	SALE	Harrison High	2.00	1.00	1.00
16	3/13/2020 13:02	Chips - BBQ Lays	185187373	t1_txn_63938647a65dadeb	SALE	Harrison High	1.00	0.50	0.50
17	3/13/2020 13:02	Chips - BBQ Lays	185187373	t1_txn_63938647a65dadeb	SALE	Harrison High	1.00	0.50	0.50
18	3/13/2020 13:02	Chips - BBQ Lays	185187373	t1_txn_63938647a65dadeb	SALE	Harrison High	1.00	0.50	0.50
19	3/13/2020 13:02	Chips - BBQ Lays	185187373	t1_txn_63938647a65dadeb	SALE	Harrison High	1.00	0.50	0.50
20	3/13/2020 13:02	Chips - BBQ Lays	185187373	t1_txn_63938647a65dadeb	SALE	Harrison High	1.00	0.50	0.50
21	3/13/2020 13:02	Chips - BBQ Lays	185187373	t1_txn_63938647a65dadeb	SALE	Harrison High	1.00	0.50	0.50
22	3/13/2020 12:59	Beverages - Diet Coke	1125346074	t1_txn_639385823a0dfdfa0	SALE	Harrison High	2.00	1.00	1.00
23	3/13/2020 12:59	Beverages - Coke Zero	30630076	t1_txn_639385823a0dfdfa0	SALE	Harrison High	2.00	1.00	1.00

Additional Columns



When you launch the Sales report tool, the default columns appear. These columns can be hidden, or you can display additional columns.

1. Click the **Select Columns** icon. The list of available columns displays.
2. Hide columns by unmarking the checkboxes.
3. Display additional columns by marking the checkboxes. The additional columns are **Device Name** and **Event Name**. Information for these two fields will display if purchases and payments were recorded using the Campus Mobile Payments app.
4. Click **Apply** to save the changes. The columns that were selected are displayed.

When you close the report and reopen it, the default columns reappear. Any columns selected previously are not saved.