

# Sales

Last Modified on 10/21/2024 8:20 am CDT

## Tool Search: Sales

The Sales Report provides a comprehensive record of sales activity across all of your district's stores. You can limit report results to a specific school by selecting the school in the Campus toolbar. Report results can also be limited to specific start and end dates.

**Sales Report**

Start Date:  End Date:  Categories:

Select Columns:

Drag a column header and drop it here to group by that column

Transaction Date ↑	Product Item	SKU	Payment Reference Number	Transaction Type	School	Sale Price	Cost	Margins
03/06/2020 02:49 PM	Calculator	1802731306	182096466	SALE	Harrison High	\$5.00	\$4.50	\$0.50
03/06/2020 02:57 PM	Spring Carnival - Unlimited Games Wristband	553602510	182096470	SALE	Arthur Elementary	\$10.00	\$0.00	\$10.00
03/10/2020 03:45 PM	Calculator	1802731306	156382	RETURN	Harrison High	-\$5.00	-\$4.50	-\$0.50

Sales Report Editor

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

Transaction Date	Product Item	SKU	Payment Reference Num	Transaction Type	School	Sale Price	Cost	Margins
3/6/2020 14:49	Calculator	1802731306	t1_txn_6398f7ad1fcdc1f495	SALE	Harrison High	5.00	4.50	0.50
3/6/2020 14:57	Spring Carnival - Unlimited Games Wristband	553602510	t1_txn_6398f7ad1fcdc1f495	SALE	Arthur Elementary	10.00	0.00	10.00
3/10/2020 15:45	Calculator	1802731306	t1_txn_6398f7ad1fcdc1f495	RETURN	Harrison High	-5.00	-4.50	-0.50
3/10/2020 16:07	Beverages - Diet Coke	1125346074	t1_txn_6398f7ad1fcdc1f495	SALE	Harrison High	2.00	1.00	1.00
3/10/2020 16:07	Beverages - Coke Zero	30630076	t1_txn_6398f7ad1fcdc1f495	SALE	Harrison High	2.00	1.00	1.00
3/10/2020 16:07	Beverages - Gatorade	1102655945	t1_txn_6398f7ad1fcdc1f495	SALE	Harrison High	3.00	0.00	3.00
3/13/2020 13:28	Beverages - Diet Coke	1125346074	t1_txn_63938c534c87d7bbc	SALE	Harrison High	2.00	1.00	1.00
3/13/2020 13:28	Beverages - Diet Coke	1125346074	t1_txn_63938c534c87d7bbc	SALE	Harrison High	2.00	1.00	1.00
3/13/2020 13:28	Beverages - Diet Coke	1125346074	t1_txn_63938c534c87d7bbc	SALE	Harrison High	2.00	1.00	1.00
3/13/2020 13:05	Chips - Doritos	2121026235	t1_txn_639386edd2a99ff8a	SALE	Harrison High	1.00	0.50	0.50
3/13/2020 13:05	Chips - Doritos	2121026235	t1_txn_639386edd2a99ff8a	SALE	Harrison High	1.00	0.50	0.50
3/13/2020 13:05	Chips - Doritos	2121026235	t1_txn_639386edd2a99ff8a	SALE	Harrison High	1.00	0.50	0.50
3/13/2020 13:05	Candy - Boston Baked Beans	1821172994	t1_txn_639386edd2a99ff8a	SALE	Harrison High	2.00	1.00	1.00
3/13/2020 13:02	Chips - BBQ Lays	185187373	t1_txn_63938647a65dadeb1	SALE	Harrison High	1.00	0.50	0.50
3/13/2020 13:02	Chips - BBQ Lays	185187373	t1_txn_63938647a65dadeb1	SALE	Harrison High	1.00	0.50	0.50
3/13/2020 13:02	Chips - BBQ Lays	185187373	t1_txn_63938647a65dadeb1	SALE	Harrison High	1.00	0.50	0.50
3/13/2020 13:02	Chips - BBQ Lays	185187373	t1_txn_63938647a65dadeb1	SALE	Harrison High	1.00	0.50	0.50
3/13/2020 13:02	Chips - BBQ Lays	185187373	t1_txn_63938647a65dadeb1	SALE	Harrison High	1.00	0.50	0.50
3/13/2020 12:59	Beverages - Diet Coke	1125346074	t1_txn_639385823a0dfdfa0	SALE	Harrison High	2.00	1.00	1.00
3/13/2020 12:59	Beverages - Coke Zero	30630076	t1_txn_639385823a0dfdfa0	SALE	Harrison High	2.00	1.00	1.00

## Additional Columns

Sales Report

Start Date: month/day/year hour: ... End Date: month/day/year hour: ... Categories: [ ]

Export [ ] Select Columns: [ ]

Drag a column header and drop it here to group by that column

Transaction Date ↑	Product Item	SKU	Payment Reference Number	Transaction Type	School	Sale Price	Cost	Margins
month/day/y ...								
03/06/2020 02:49 PM	Calculator	1802731306	182096466	SALE	Harrison High	\$5.00	\$4.50	\$0.50
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03/10/2020 03:45 PM	Calculator	1802731306	156382	RETURN	Harrison High	-\$5.00	-\$4.50	-\$0.50

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.

**Result**

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.

**Result**

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.

## Previous Versions

[Sales \[.2211 - .2247\]](#)