

Sales

Last Modified on 06/12/2024 3:07 pm 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
month/day/y ...								
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.

1	Transaction Date	Product Item	SKU	Payment Reference Num	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_63938647a65dadeb1	SALE	Harrison High	1.00	0.50	0.50
17	3/13/2020 13:02	Chips - BBQ Lays	185187373	t1_txn_63938647a65dadeb1	SALE	Harrison High	1.00	0.50	0.50
18	3/13/2020 13:02	Chips - BBQ Lays	185187373	t1_txn_63938647a65dadeb1	SALE	Harrison High	1.00	0.50	0.50
19	3/13/2020 13:02	Chips - BBQ Lays	185187373	t1_txn_63938647a65dadeb1	SALE	Harrison High	1.00	0.50	0.50
20	3/13/2020 13:02	Chips - BBQ Lays	185187373	t1_txn_63938647a65dadeb1	SALE	Harrison High	1.00	0.50	0.50
21	3/13/2020 13:02	Chips - BBQ Lays	185187373	t1_txn_63938647a65dadeb1	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

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