

Food Service Reports Tool Rights

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This article contains screenshots of what the Food Service Reports tools look like, with summaries of what each report is used for.

See the articles in the [Food Service Reports](#) category to learn more about how these reports are used and generated.

These tools are only available to customers who have purchased **Campus Point of Sale** as add-on functionality.

Adjustment Report

This report summarizes the manual increases or reductions made to a Point of Sale account.

[Click here to expand...](#)

Adjustment Report ☆
Food Service > Reports > Adjustment Report

Adjustment Report

Instructions

This report prints adjustment summary and detail information. The input date/month must be within the range of calendar year's start date and end date.

Set Up

School Year
25-26

Run Report for
☒ District
☐ School

Report Options

Summary Type
☒ Day
☐ Period
☐ Month

Date Type
☒ Transaction Date
☐ Post Date

Day (Required)
04/01/2026

Adjustment Type (Required)

Include Adjustment Detail
☒

Generate Report

Adjustment Report

Audit Report

This report audits for potentially incorrect transactions within a selected timeframe.

[Click here to expand...](#)

Audit Report ☆

Food Service > Reports > Audit Report

Transaction Audit Report

This report is used to audit the possible wrong transactions that occurred within the selected period. There are 2 types of auditing that users can select from the audit type option.

Auditing by Transaction Quantity: Find the transactions having quantity for one item >= the input quantity.

Auditing by Cash Sale: Find cash sale transactions having cash amount >= the input amount.

Which school would you like to include in the report?

School

District (All Schools)

School Year

23-24

Summary Type

☒ Daily
 ☐ Period
 ☐ Month

Date

12/21/2023

Date Type

☒ Transaction Date
 ☐ Post Date

Audit Type

☒ Quantity
 ☐ Cash Sale

Min Quantity

Select an export format.

Report Format

☒ PDF report
 ☐ Comma Separated Values (CSV)

Generate Report

Submit to Batch

Which Purchasable items would you like to include in the report?

CTRL-click or SHIFT-click to select multiple

All Items

Adult Breakfast
 Adult Lunch
 Apple
 Banana
 Breakfast 3-5
 Breakfast 6-12
 Breakfast K-2
 Breakfast K-5
 Burger Basket
 CEP BFAST
 Cereal
 Cheese Stix
 Chex Mix
 Chicken Basket
 Chips
 Cookies
 Dried Fruit

Audit Report

Backdated Adjustments Report

This report provides a list of backdated transaction adjustments in summary or detail form.

[Click here to expand...](#)

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Backdated Adjustments Report ☆

Food Service > Reports > Backdated Adjustments Report

Backdated Adjustments Report

This report prints a list of backdated transaction adjustments including summary and detail information in a PDF report or CSV export.

Select the school(s) to be included on the report

Sort By ☒ Name ☐ Number

100 Arthur Elementary

110 Carter Middle

125 Cleveland Elementary

150 Clinton Secondary

175 Fillmore Middle School

CTRL-click or SHIFT-click to select multiple

Summary Type ☒ Daily ☐ Period ☐ Month

Date

Date Type ☒ Transaction Date ☐ Post Date ☐ Corrected Date

Include Detail ☐

Sort By ☒ Name ☐ School ☐ Date

Select an export format.

Report Format ☒ PDF report ☐ Comma Separated Values (CSV)

Backdated Adjustments Report

Cashier Report

This report can be used to print daily, period, or monthly transaction information for selected terminals. Food Service Admins/Directors can also use this report for reconciliation purposes, including review of a cashier's drawer to verify overages or shortages.

[Click here to expand...](#)

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Cashier Report ☆

Food Service > Reports > Cashier Report

Cashier Report

This report prints a daily, period, or monthly transaction information for Cashiers to reconcile their drawer.

Summary Type ☒ Daily ☐ Period ☐ Month

Date 

Date Type ☒ Transaction Date ☐ Post Date

Transaction Detail ☒ Show

Select an export format.

Report Format ☒ PDF report ☐ Comma Separated Values (CSV)

Which POS would you like to include in the report?
(CTRL-click or SHIFT-click for multiple selection)

All POS Terminals

POS-012

Area Learning Center

CAFETERIA SERVE

CLASS SERVE

POS-006

POS-007

POS-008

POS-009

POS-013

Cashier Report

Deposit Report

This report prints the deposit transaction details from the date selected.

[Click here to expand...](#)



Deposit Report ☆

Food Service > Reports > Deposit Report

Deposit Detail Report

This report prints the deposit transaction details from the date selected. There are three sources where deposits are made: online, in office and meal serving line. Deposit location is not used to report POS Deposits. POS Deposits are reported based on the location of the serving line where the deposit was made.

Which school and period would you like to include in the report?

School

School Year

Summary Type ☒ Daily ☐ Period ☐ Month

Date

Date Type ☒ Transaction Date ☐ Post Date

Which type of report would you like to generate?

Group By ☒ Location ☐ Household

Sort Option ☒ Deposit Type ☐ Transaction Time

Site ☒ School ☐ Terminal

Payment ☒ Online ☒ In Office ☒ POS Deposit

Snapshot for Deposit Slip ☐

Deposit Slip

Deposit Actual Amount \$

Select an export format.

Report Format ☒ PDF ☐ CSV

Select Deposit Locations

- All Locations
- *Default
- Clinton Secondary**
- CS-OFFICE
- Van Buren High School**
- VBHS Office
- Harrison High**
- HHS Office
- HHS-Pay Station1
- HHS-Pay Station2
- Fillmore Middle School**
- FMS-Office
- Arthur Elementary**
- AES Office

Which POS would you like to include in the report?
(CTRL-click or SHIFT-click for multiple selection)

- All POS Terminals
- POS-012
- Jefferson Elementary**
- CAFETERIA SERVE
- CLASS SERVE
- POS-006
- POS-007
- POS-008
- POS-009
- POS-013
- POS-015
- POS-016
- POS-017
- POS-018
- POS-019

Deposit Report

Deposit Slip Log

This log stores the Deposit Report when the Snapshot for Deposit Slip checkbox is marked on the Deposit Report editor and a Deposit Report is created. This tool can be used for auditing purposes and for reprinting the Deposit Report.

[Click here to expand...](#)



Deposit Slip Log ☆

Food Service > Reports > Deposit Slip Log

Deposit Slip Editor

Generated	School	Created By	Start Date	End Date	Deposit Slip	Deposit Amount	Report Amount
12/01/2019	Campus Senior High	account, admin	11/01/2019	11/30/2019	987654	\$35,524.65	\$35,580.20
11/01/2019	District	account, admin	10/15/2019	10/15/2019	987587	\$123.12	\$50.00
11/01/2019	Campus Middle School	account, admin	10/15/2019	10/15/2019	987562	\$2,000.00	\$384.25
10/01/2019	Roosevelt Elementary	account, admin	09/30/2019	09/30/2019	987503	\$31,179.55	\$31,179.55

Deposit Slip Detail

***Deposit Slip**

Deposit Amount

Generated Timestamp

Generated By

Last Modified Date

Last Modified By

Start Date

End Date

School

Deposit Slip Log

Edit Check Report

The purpose of this report is to compare each school's daily counts of free, reduced, and paid lunches against the number of children currently eligible for free, reduced, and paid lunches, multiplied by an attendance factor.

[Click here to expand...](#)

Edit Check Report ☆

Food Service > Reports > Edit Check Report

Edit Check Report

This Edit Check Report is based on USDA regulations, 7CFR210, subpart B, section 210.8.

The purpose of an Edit Check is to compare each school's daily counts of reimbursable meals served against the number of children enrolled, times an attendance factor.

The Standard Edit Check Report prints school level summaries of enrollment and meal counts grouped by students' eligibilities and the purchasable items' Federal Program.

The Tally Meal Entry version of the report is for CEP schools or schools that record meals in bulk using the Tally Meal Entry tool. This version of the report prints school level summaries of enrollment and total meal counts grouped by the purchasable items' Federal Program.

Please refer to product documentation on the Campus Community for information about the logic used to calculate Enrollment counts. Students who are marked with No Show will not be included in enrollment count.

This report is time intensive when selecting multiple calendars.

Summary Type ☒ Daily ☐ Period ☐ Month

Date 01/26/2024

Tally Meal Entry ☐

Sponsor/State #

Attendance Factor

☒ ADA divided by Enrollment for period selected

☐ Attendance Factor Override

Federal Program

National School Breakfast Program
National School Lunch Program
After School Snack

Include Calendar Detail ☐

Observe State Exclude ☐

Report Format ☒ PDF ☐ CSV

Generate Report

Submit to Batch

Which calendar(s) would you like to include in the report?

☒ active year

☐ list by school

☐ list by year

23-24

23-24 Arthur Elementary
23-24 Carter Middle
23-24 Cleveland Elementary
23-24 Fillmore Middle School
23-24 Harrison High
23-24 Taylor K-8
23-24 Van Buren High School

CTRL-click or SHIFT-click to select multiple

Edit Check Report

End of Day Report

This report details daily transaction totals per serving period, allowing cashiers to reconcile their drawers and eliminate or reduce overages and shortages.

[Click here to expand...](#)

End of Day Report ☆
Food Service > Reports > End of Day Report

End of Day Report

This report prints a daily transaction summary cashiers can use to reconcile their drawers.

Date

Serving Period All
↑ Alterschool
↓ Breakfast
↓ Lunch

Sort Type ☒ Cashier ☐ Terminal

Transaction Detail ☐ Show

Cashier Detail ☐ Show

Select an export format.
 Report Format ☒ PDF report
☐ Comma Separated Values (CSV)

Which POS would you like to include in the report?
(CTRL-click or SHIFT-click for multiple selection)

All POS Terminals

Carter Middle

CAFETERIA SERVE

CLASS SERVE

SERVER

Cleveland Elementary

CAFETERIA SERVE

CLASS SERVE

SERVER

Clinton Secondary

CTRL-click or SHIFT-click to select multiple

End of Day Report

Funds Transfer Report

This report provides detailed information about all transfers of funds occurring for a specific day, time period, or month.

[Click here to expand...](#)

Funds Transfer Detail Report

Instructions

This report prints the funds transfer detail during the input period.

Set Up

School Year

25-26 ▼

Run Report for

- ☒ District
☐ School

Report Options

Summary Type

- ☒ Day
☐ Period
☐ Month

Date Type

- ☒ Transaction Date
☐ Post Date

Day (Required)

04/01/2026



Sort Options

Transaction Date ▼

Funds Transfer Detail Report

Item Summary Report

This report summarizes the total amount purchased and total sales for each purchasable item based on the date range entered.

[Click here to expand...](#)

Item Summary Report ☆
Food Service > Reports > Item Summary Report

Purchasable Item Summary Report

Instructions

This is a summary report for all purchasable items. The input date/month must be within the range of calendar year's start date and end date.

Set Up

School Year

25-26 ▼

Run Report for

☒ District
☐ School

Report Options

Summary Type

☒ Day
☐ Period
☐ Month

Date Type

☒ Transaction Date
☐ Post Date

Day (Required)

04/01/2026 

Generate Report

Item Summary Report

Journal Batch Report

The Journal Batch Report is used to batch print monthly transaction details and account balance information. Parents/guardians can view this report on the Portal.

[Click here to expand...](#)

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Journal Batch Report ☆

Food Service > Reports > Journal Batch Report

Student Journal Batch Report

This report will batch print student's monthly transactions detail and account balance. Page breaks are inserted automatically for each student suitable for handing out.

Select the school to be included on the report

School

School Year

Month

Which students would you like to include in the report?

Grade

08

09

10

11

CTRL-click or SHIFT-click to select multiple

Ad Hoc

☐ Include only accounts with transactions

☐ Include students with ended enrollments

Sort Option ☒ Grade & Name ☐ Student Name ☐ Student Number

Select an export format.

Report Format ☒ PDF report

☐ Comma Separated Values (CSV)

Journal Batch Report

Patron Balance Report

This report lists account balances for student, staff, and/or generic accounts and can be used to generate account balance letters for distribution to patron parents/guardians.

[Click here to expand...](#)



Patron Balance Report ☆

Food Service > Reports > Patron Balance Report

Patron Balance Report

The Low Balance Report will list account balances for student, staff and/or generic accounts based on criteria selected.

Which type of report would you like to generate?

Report Type

Which school and period would you like to include in the report?

School

School Year

Ad Hoc Filter

Summary Type ☒ Daily ☐ Period ☐ Month

Date

Max Balance

Eligibility ☒ Paid ☒ Reduced ☒ Free ☒ Non-Reimb & Adult

Sort Option ☒ Patron Name ☐ Grade & Name ☐ Balance ☐ Account Number

Account Status ☒ Active ☐ Inactive ☐ All

Show All Patrons on Account ☐

Include End Dated Patrons ☐

Include Patron Eligibility ☒

Report Format ☒ PDF ☐ CSV

Patron Balance Report

PIN Report

This report generates a list of PIN numbers, PIN barcode labels, and PIN labels for each patron with a POS account within a school or district.

[Click here to expand...](#)



PIN Report ☆

[Food Service](#) > [Reports](#) > PIN Report

PIN Report

This report prints current patron PINs based on criteria selected.

Report Type

PIN Report

Patron Type

☒ Students
 ☐ Staff
 ☐ Students and Staff

Ad Hoc Filter

School

Willmar Senior High

School Year

20-21

Grade

All

CA

CK

EC

EE

CTRL-click or SHIFT-click to select multiple

Sort Option

☒ Patron Name
 ☐ Account Number
 ☐ Student/Staff Number
 ☐ Homeroom Teacher

Include Account Balance

☐

Account Status

☒ Active
 ☐ Inactive
 ☐ All

Report Format

☒ PDF
 ☐ CSV

Generate

Submit to Batch

PIN Report

Transaction Detail Report

This report details all transactions occurring on a specific date for selected terminal(s).

[Click here to expand...](#)

Transaction Detail Report ☆
Food Service > Reports > Transaction Detail Report

Instructions

This report prints the daily transactions' detail information, grouped by POS terminal.

Set Up

Date:

Date Type
☒ Transaction Date
☐ Post Date

Report Options

Terminal Selection
☒ All Terminals - Harrison High
☐ Select Terminals

Generate

Transaction Detail Report

Transaction Summary Report

This report prints patron summary information, transaction summary information, and purchasable item detail information. The data in this report can be used for monthly claims submission.

[Click here to expand...](#)

Transaction Summary Report ☆
Food Service > Reports > Transaction Summary Report

Transaction Summary Report

This report prints patron summary information, transaction summary information and purchasable item detail information.
The input date/month must be within the range of calendar year's start date and end date.
Students who are marked with No Show will not be included in enrollment count.
The data contained in this report can be used for Monthly Claims submission.

This report is time intensive when selecting multiple schools.

Which school and period would you like to include in the report?

Select the school(s) to be included on the report

Sort By ☒ Name ☐ Number

100 Arthur Elementary
110 Carter Middle
125 Cleveland Elementary
150 Clinton Secondary
175 Fillmore Middle School

CTRL-click or SHIFT-click to select multiple

School Year

Summary Type ☒ Daily ☐ Period ☐ Month

Date

Date Type ☒ Transaction Date ☐ Post Date

Which type of report would you like to generate?

Group By ☒ Patron ☐ Grade ☐ POS

Include ☒ Student and Adult ☐ Student ☐ Adult

☐ Include Item Category Detail

☐ Include Purchasable Detail

☐ Observe State Exclude

Format ☒ PDF Report ☐ Comma Separated Values (CSV)

Select the service to include on the report.

CTRL-click or SHIFT-click to select multiple

Transaction Summary Report

Voids Report

This report provides a way to view and print a list of voided transactions by terminal or group of terminals.

[Click here to expand...](#)



Voids Report ☆

[Food Service](#) > [Reports](#) > Voids Report

Voids Report

This report prints a list of voided transactions including summary and detail information in a PDF report or CSV export.

Select POS to include in report.
(CTRL-click or SHIFT-click for multiple selection)

All POS Terminals

POS-012

Area Learning Center

CAFETERIA SERVE

CLASS SERVE

POS-006

POS-007

POS-008

POS-009

POS-013

Summary Type ☒ Daily ☐ Period ☐ Month

Date

Date Type ☒ Transaction Date ☐ Post Date

Serving Period

ALL

Include Void Detail ☐

Select an export format.

☐ Comma Separated Values (CSV)

☒ PDF report

Voids Report

Balance Letter Report

This report is used to create letters that include patron POS account balances.

[Click here to expand...](#)

Balance Letter Report ☆
Food Service > Reports > Balance Letter Report

Balance Letter Wizard

This wizard will walk you through the creation of an account balance letter format. The students basic information, account balance and mailing address will be printed automatically.

Balance Letter Templates

- Balance Letter 23-24
- Balance Letter 24-25

Edit
Delete
Copy

New Letter

Which students would you like to include in the report?

☒ Grade

All Students
01
02
03
04

☐ Ad Hoc Filter

Enrollment Effective Date
01/26/2024

Summary Date*
01/26/2024

Sort Option
☒ Name
☐ Grade
☐ Balance
☐ Homeroom Teacher

Print Letter

Balance Letter Report

Available Tool Rights

*These reports show multiple tools, years, or dates to users even if users do not have rights to see that information.

**These reports show data for those users who have rights to specific schools and calendars.

Tool	R	W	A	D
Adjustment Report*	Full access to report.	N/A	N/A	N/A
Audit Report*	Full access to report.	N/A	N/A	N/A
Backdated Adjustments Report*	Full access to report.	N/A	N/A	N/A
Cashier Report*	Full access to report.	N/A	N/A	N/A
Deposit Report*	Full access to report.	N/A	N/A	N/A

Tool	R	W	A	D
Deposit Slip Log	View report.	Edit Deposit Slip number and Deposit Amount in Deposit Slip Detail Area.	N/A	Delete snapshots.
Edit Check Report**	Full access to report.	N/A	N/A	N/A
End of Day Report*	Full access to report.	N/A	N/A	N/A
Funds Transfer Report*	Full access to report.	N/A	N/A	N/A
Item Summary Report*	Full access to report.	N/A	N/A	N/A
Journal Batch Report**	Full access to report.	N/A	N/A	N/A
Patron Balance Report*	Generate Low Balance Report and Low Balance Letter.	Edit Low Balance Letters.	Create new Low Balance Letters.	Delete Low Balance Letters.
PIN Report**	Full access to report.	N/A	N/A	N/A
Transaction Detail Report**	Full access to report.	N/A	N/A	N/A
Transaction Summary Report*	Full access to report.	N/A	N/A	N/A
VOIDS Report*	Full access to report.	N/A	N/A	N/A
Balance Letter Report <i>Requires R/W/A tool rights to all Ad Hoc Reporting in order to Create, Edit and Delete letters.</i>	Generate Balance Letter.	Edit Balance Letter Template.	Create new Balance Letter Templates.	Delete Balance Letter Templates.

Suggested User Groups

- [Food Service Cashier](#)
- [Food Service Director/Manager](#)
- [Kitchen Manager - Food Service](#)

See [User Groups and Suggested Roles](#) for more information.
