Food Service Reports Tool Rights

Last Modified on 10/29/2026 11:41 am CDT

Point of Sale (POS) tools are available with Campus Food Service.

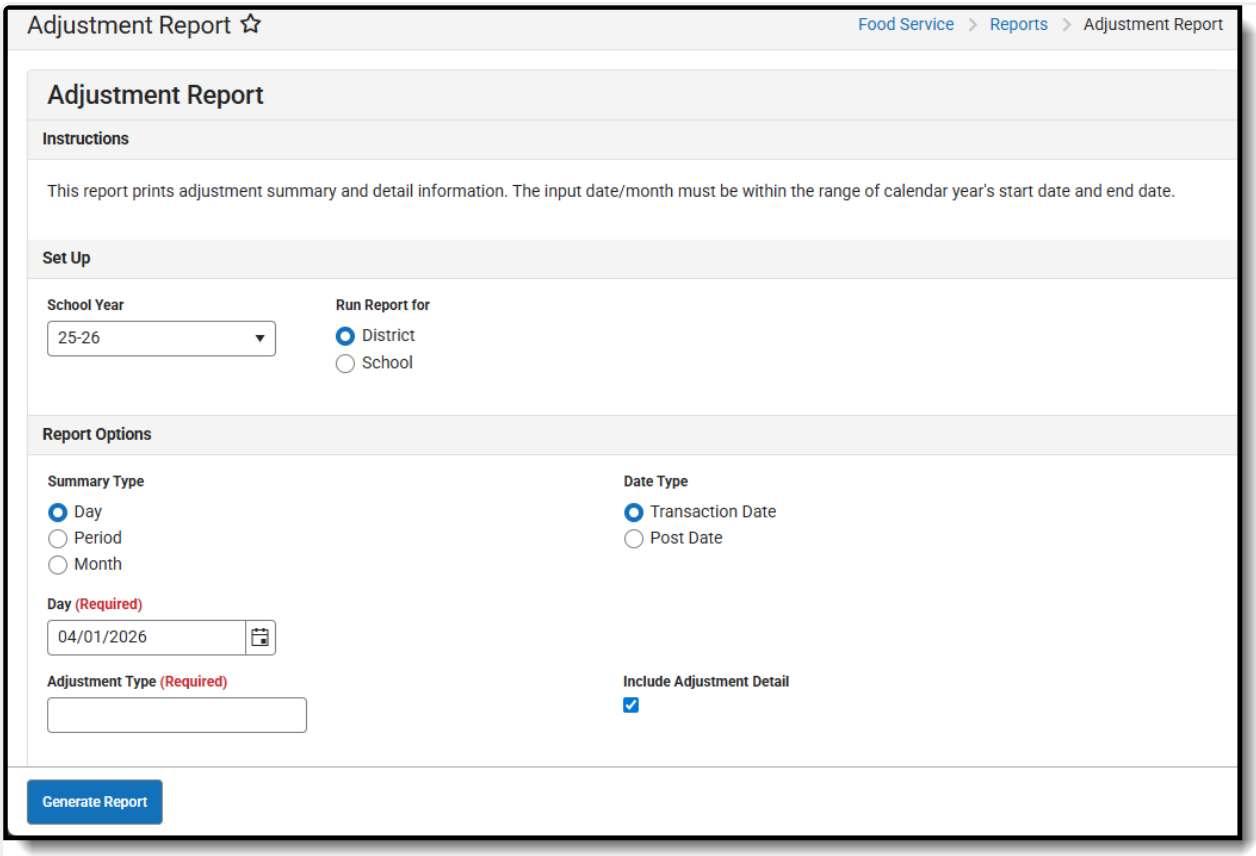
This article contains screenshots of the Food Service Reports tools, along with summaries of how each report is used.

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

Adjustment Report

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

Click here to expand...

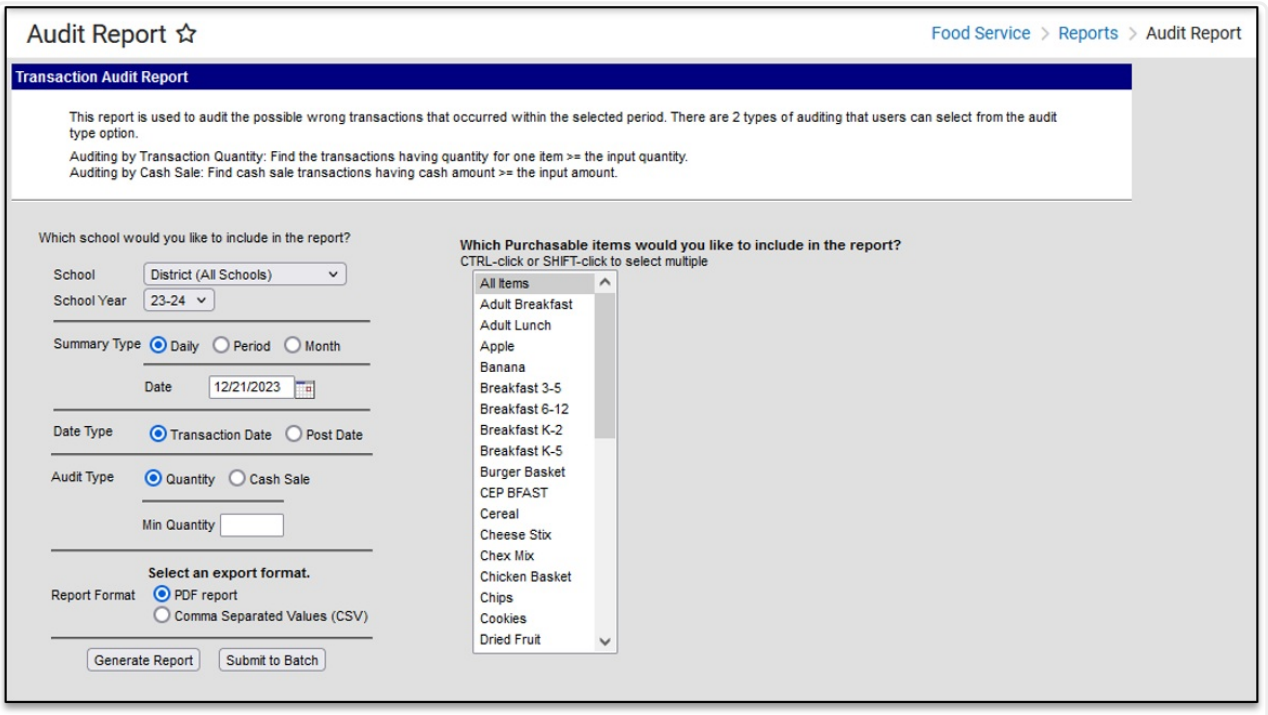


Adjustment Report

Audit Report

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

Click here to expand...

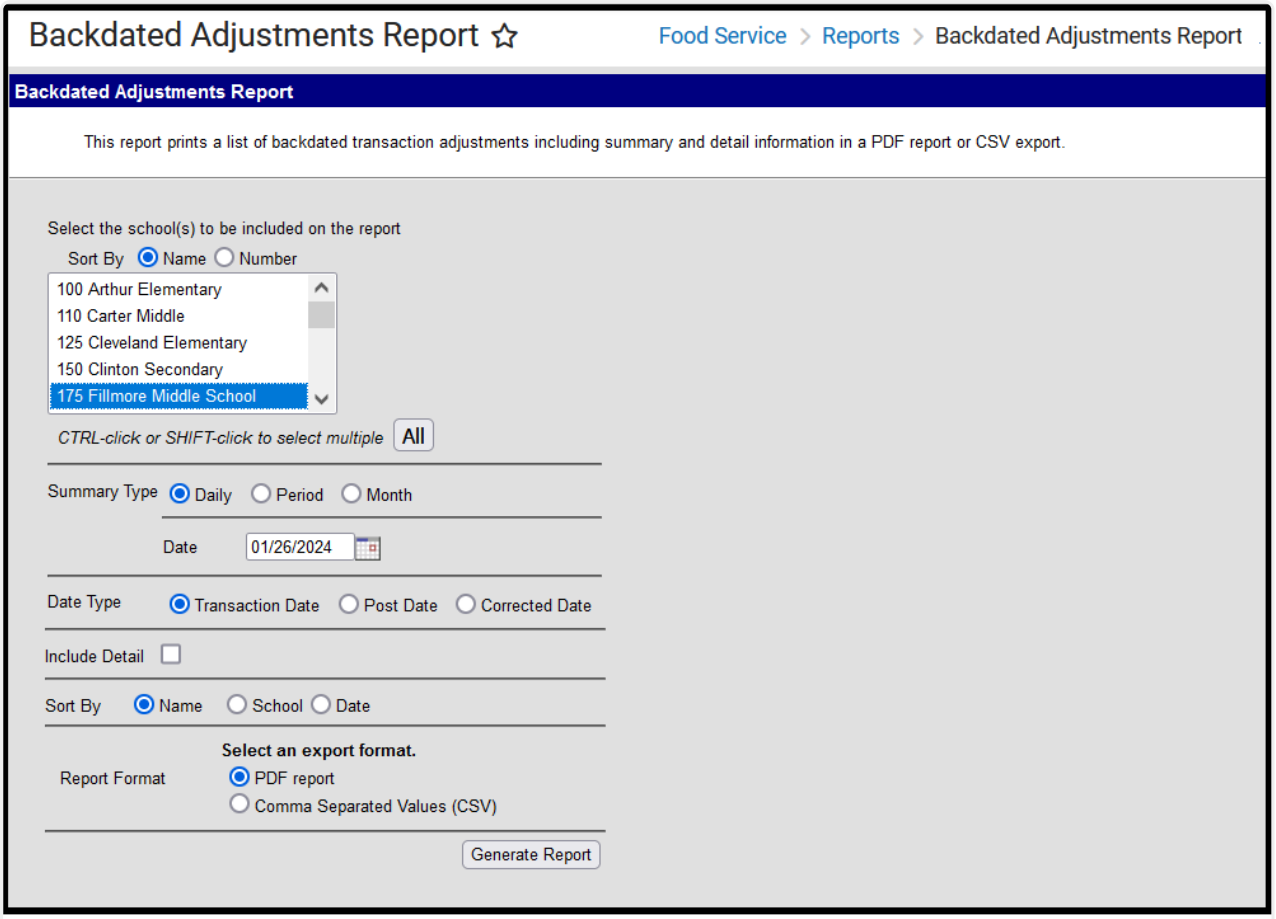


Audit Report

Backdated Adjustments Report

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

Click here to expand...

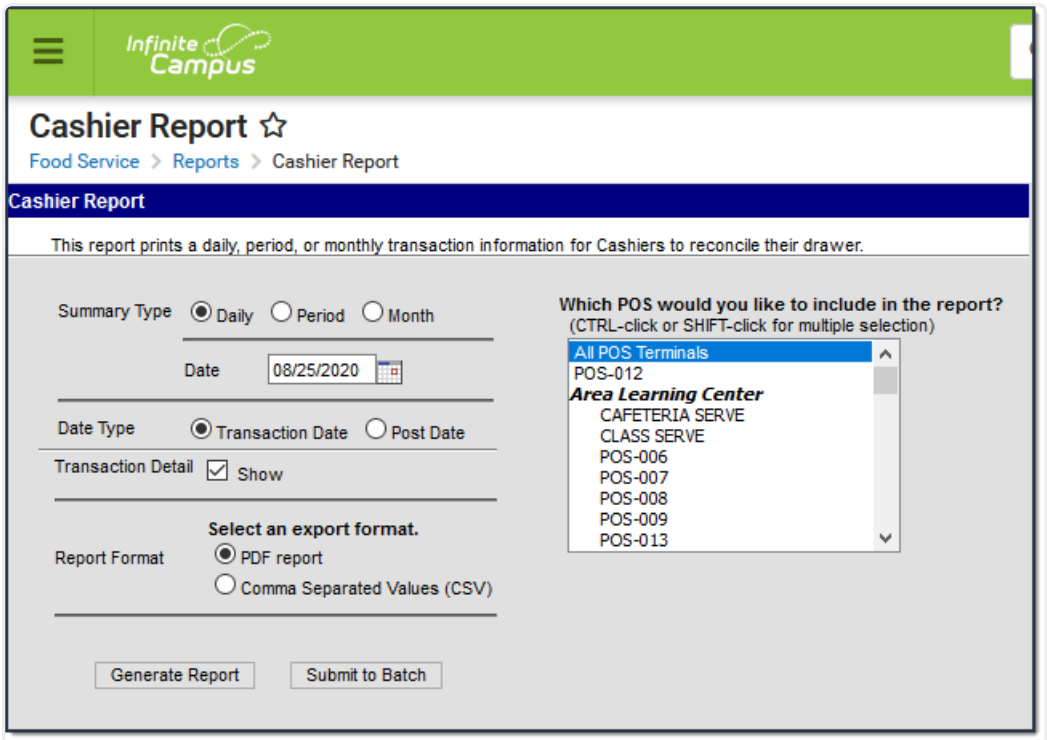


Backdated Adjustments Report

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...

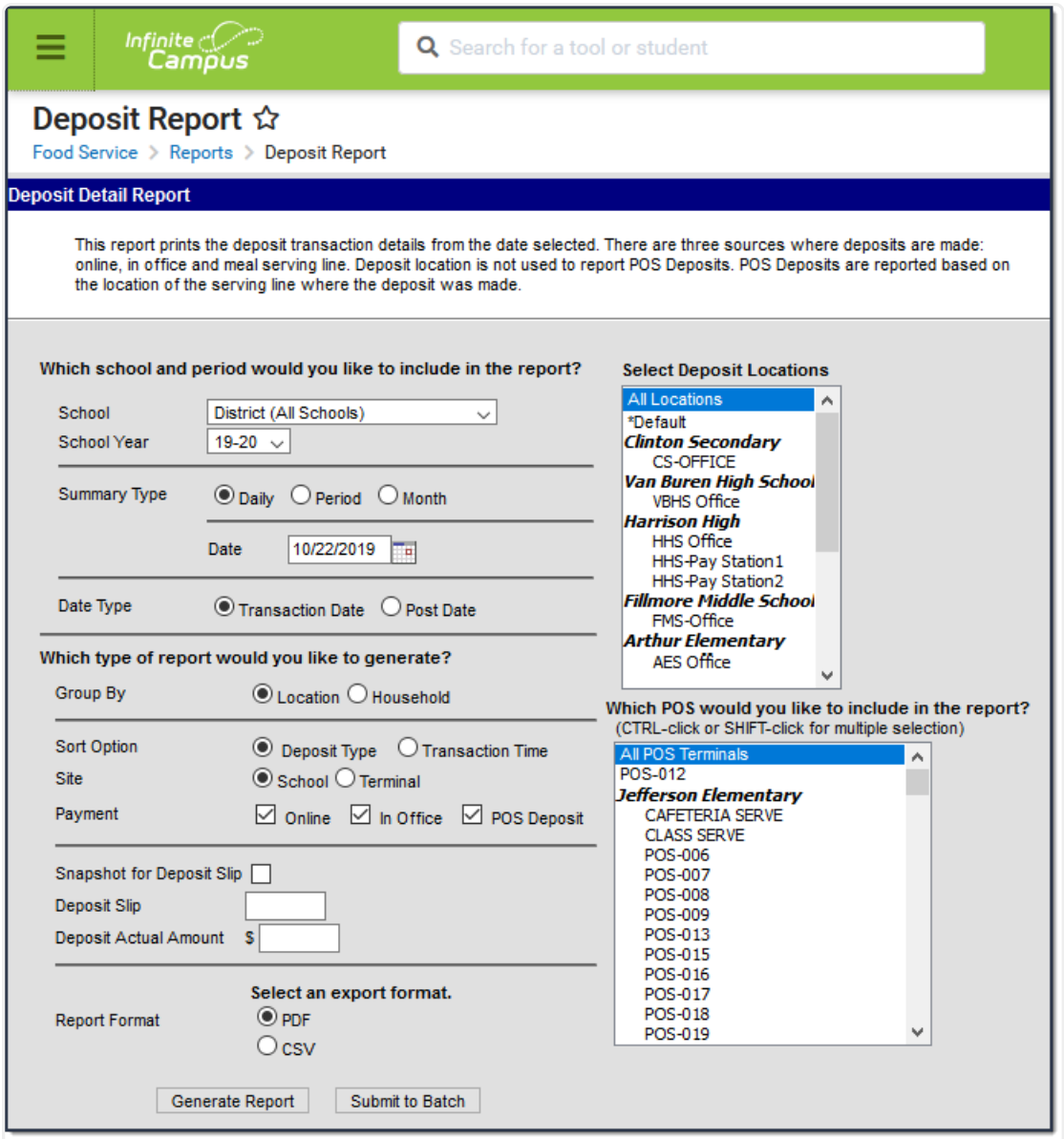


Cashier Report

Deposit Report

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

Click here to expand...

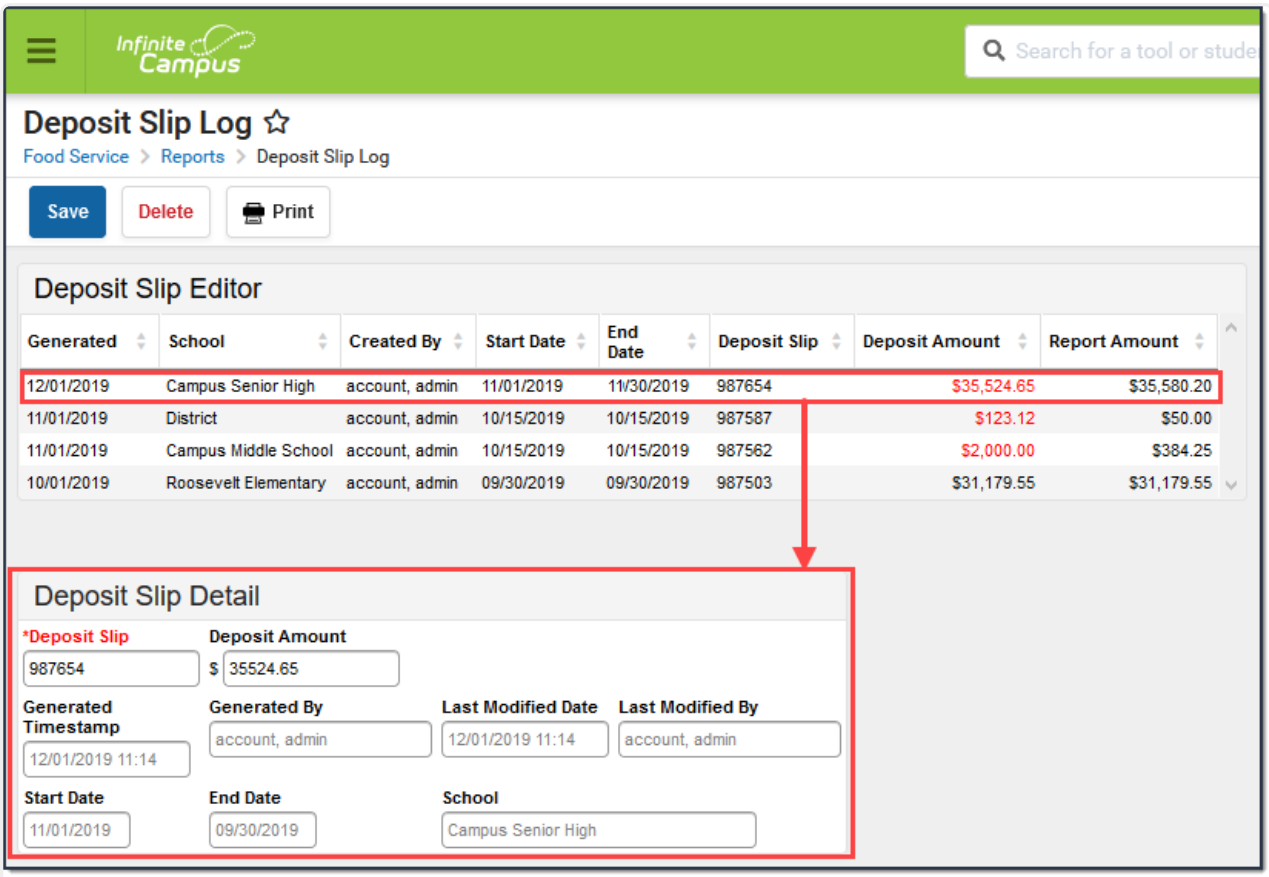


Deposit Report

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...

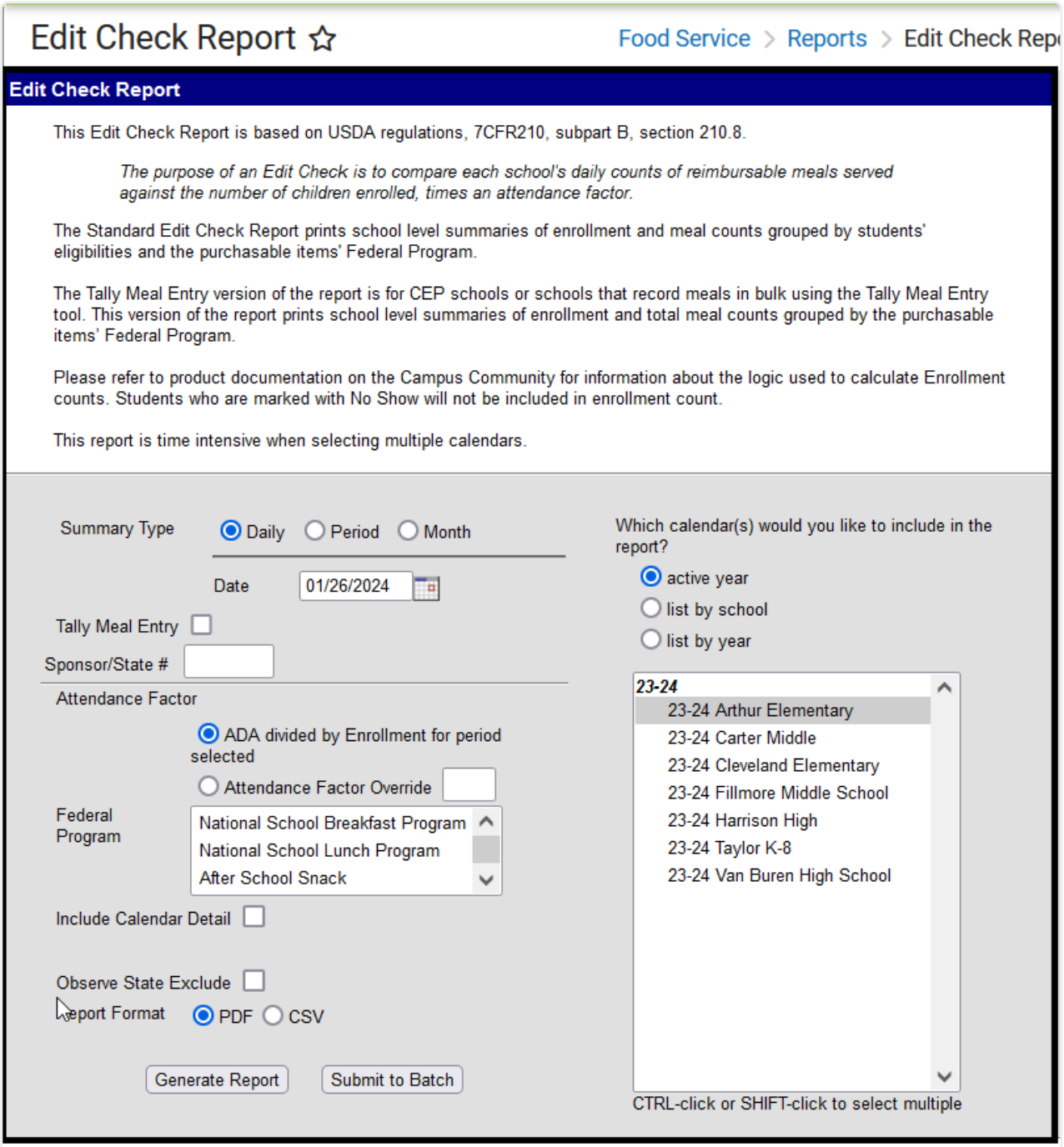


Deposit Slip Log

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...

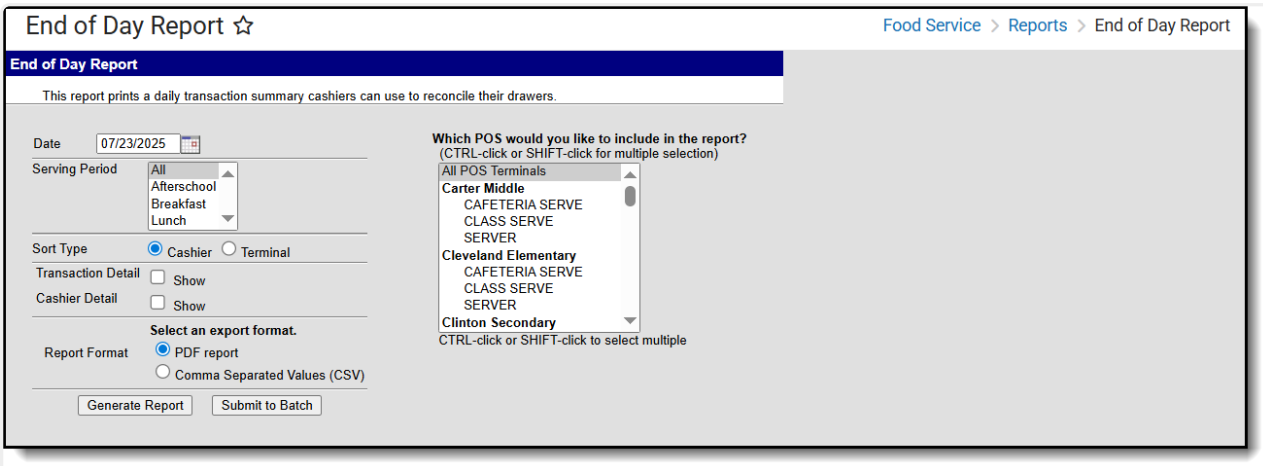


Edit Check Report

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...

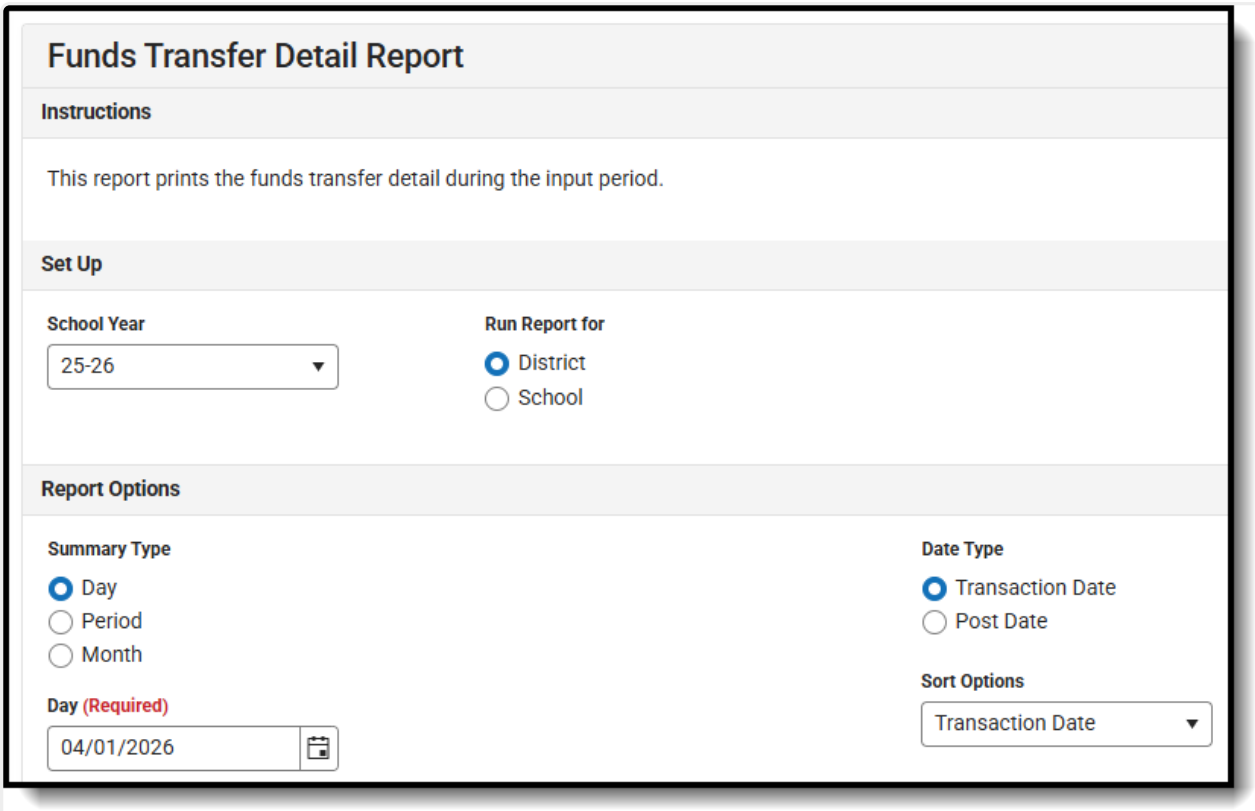


End of Day Report

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...

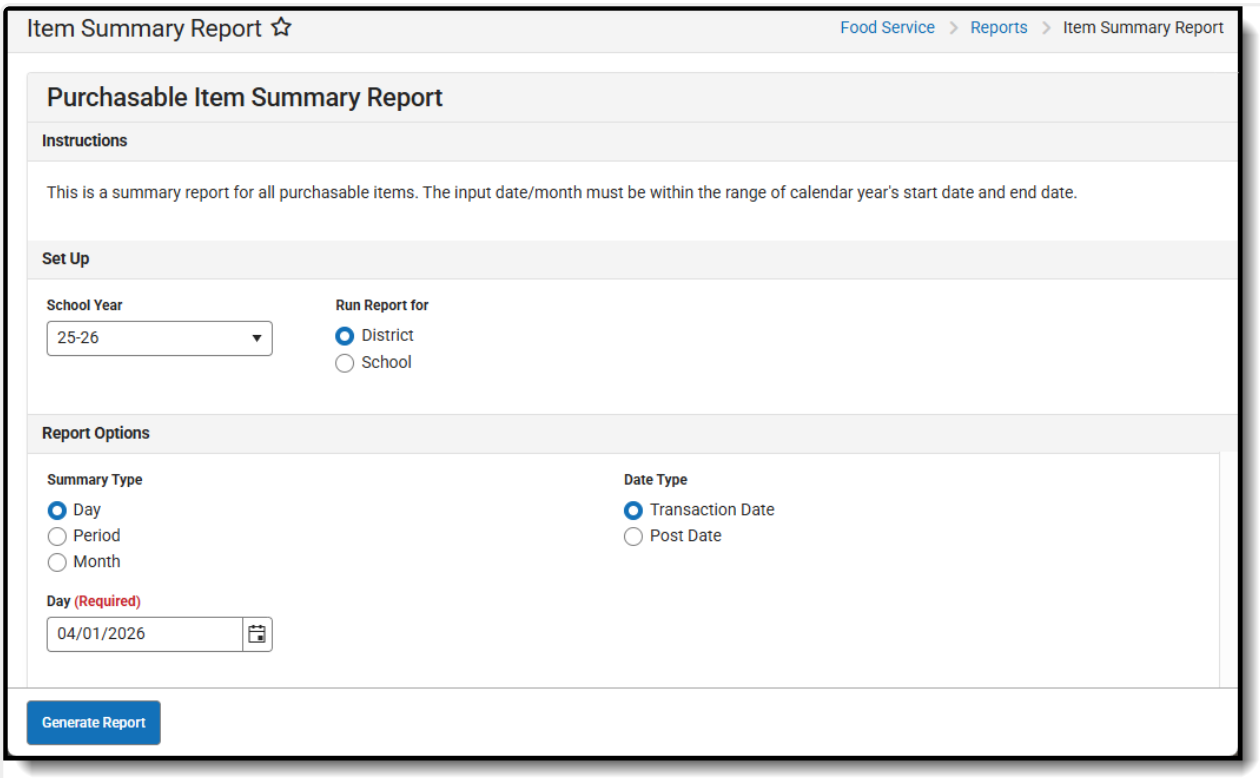


Funds Transfer Detail Report

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...

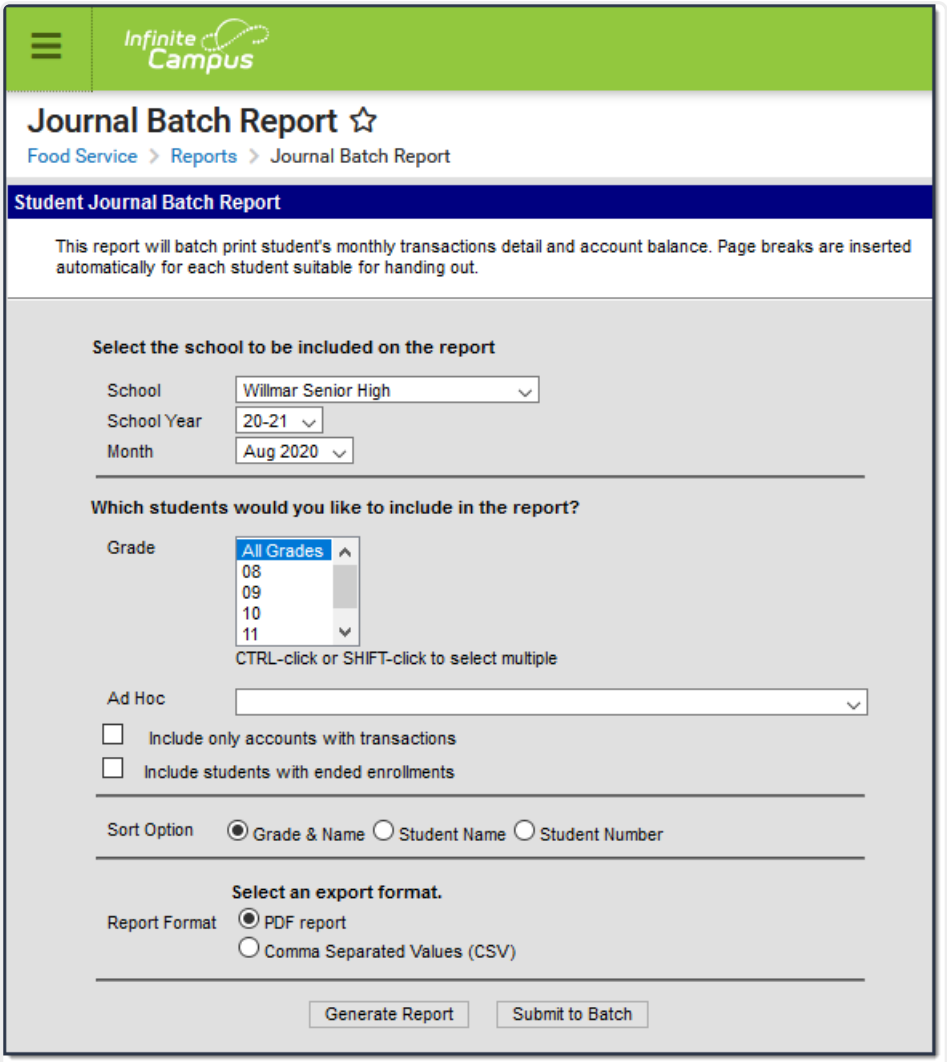


Item Summary Report

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...

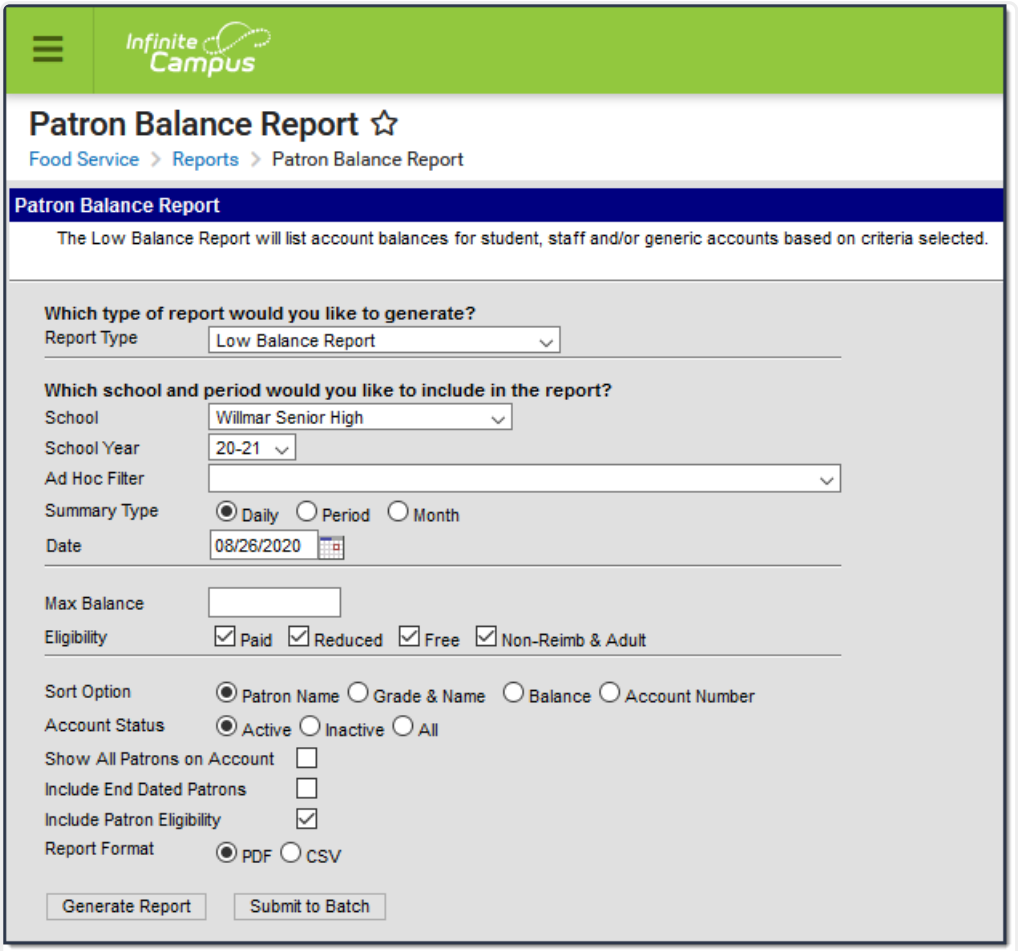


Journal Batch Report

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...

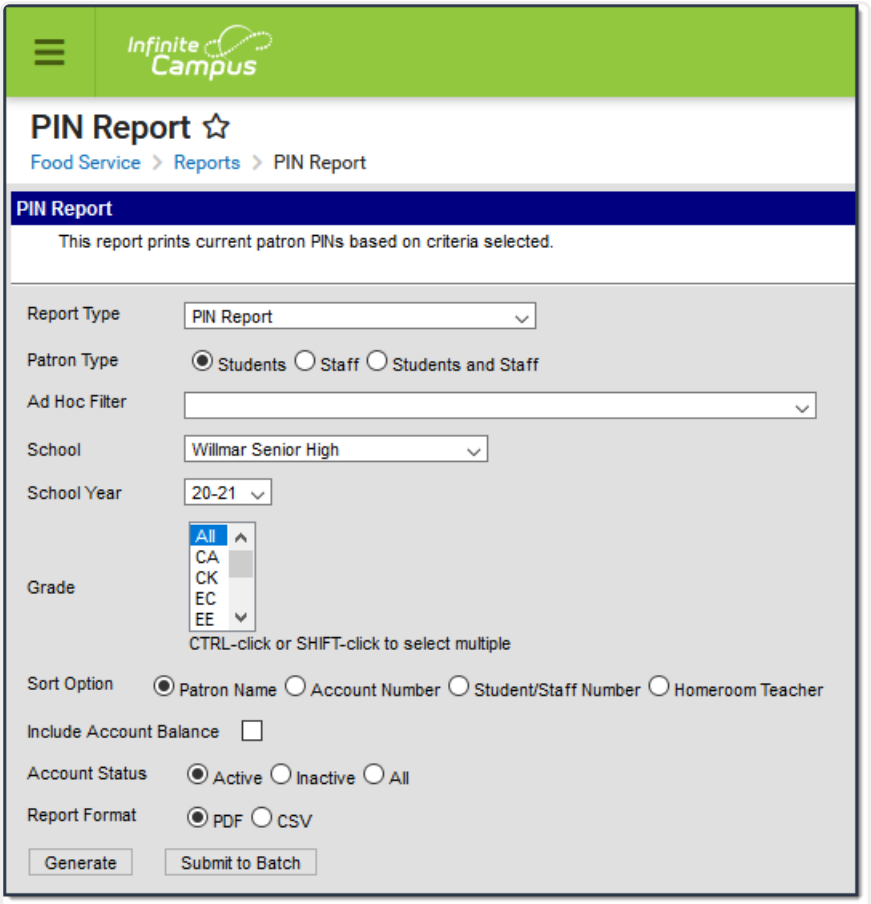


Patron Balance Report

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...

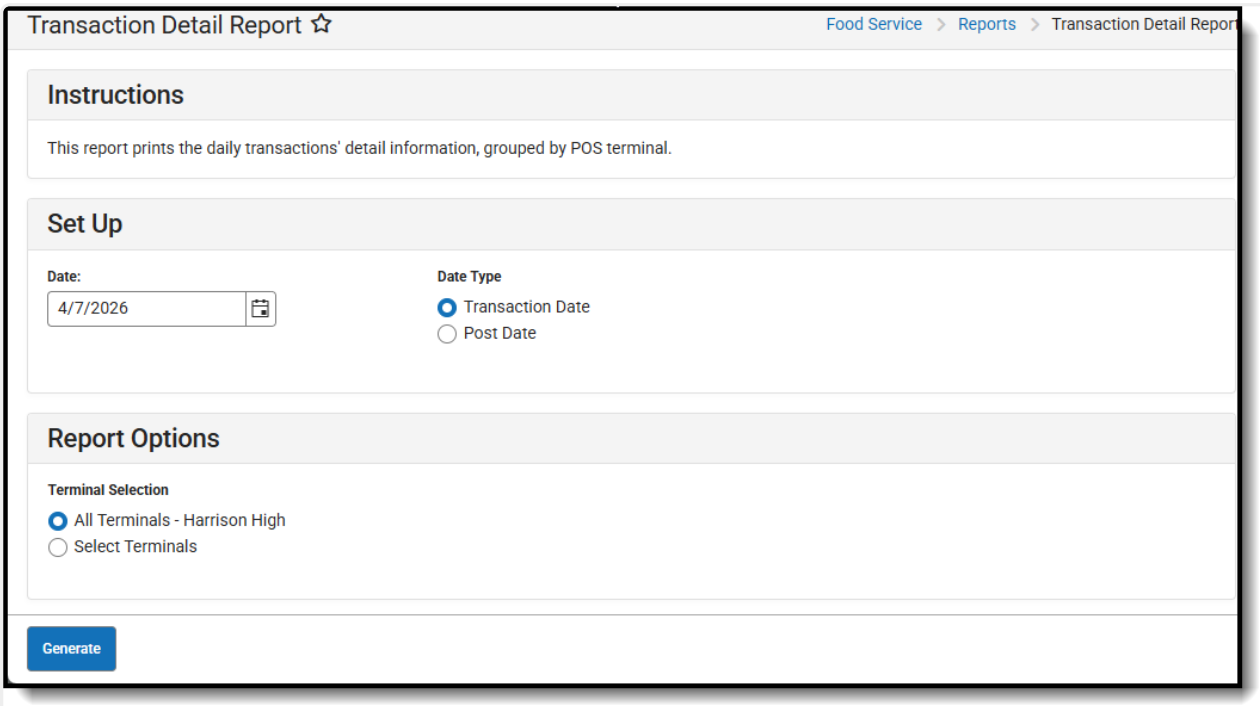


PIN Report

Transaction Detail Report

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

Click here to expand...

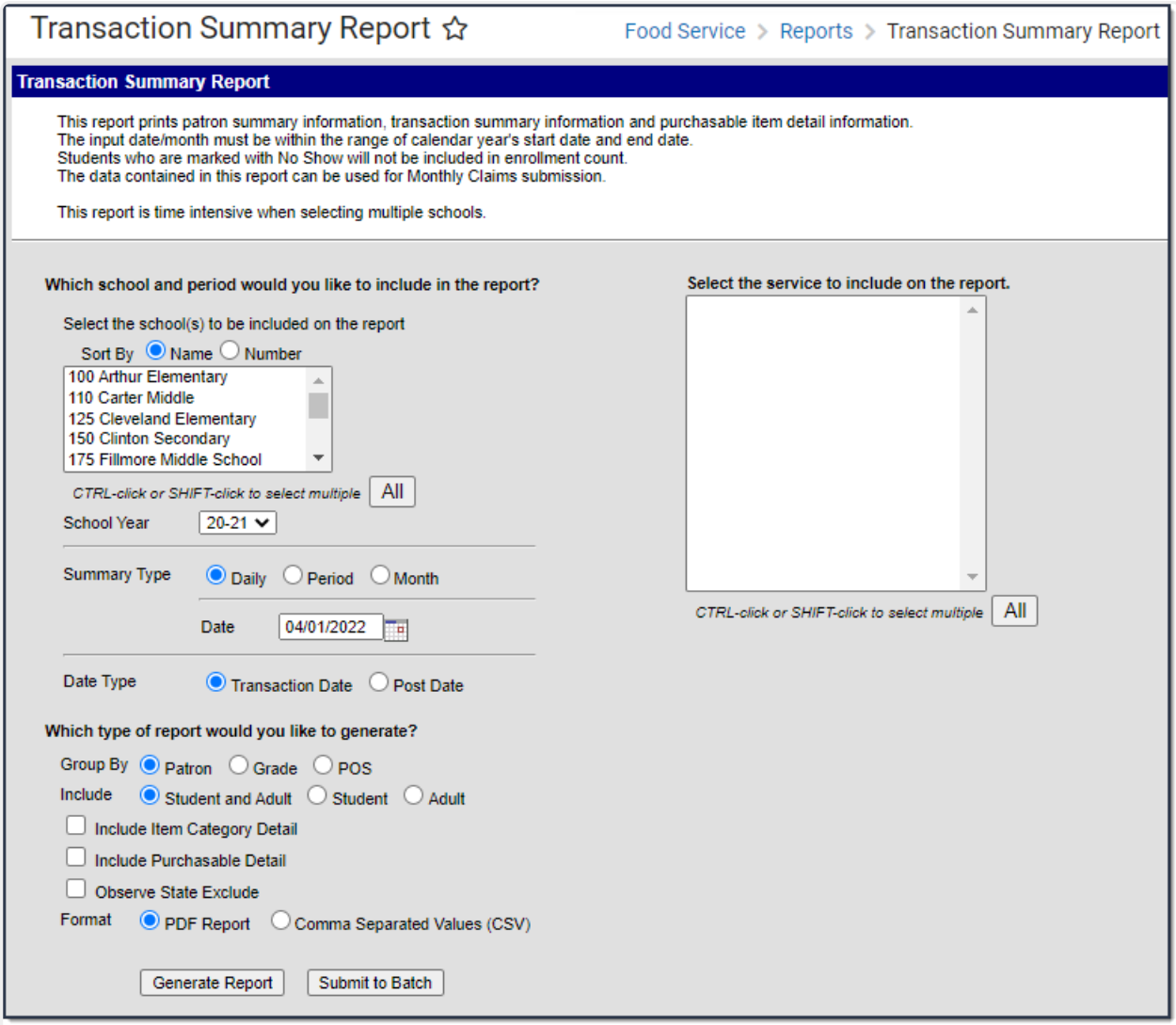


Transaction Detail Report

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...

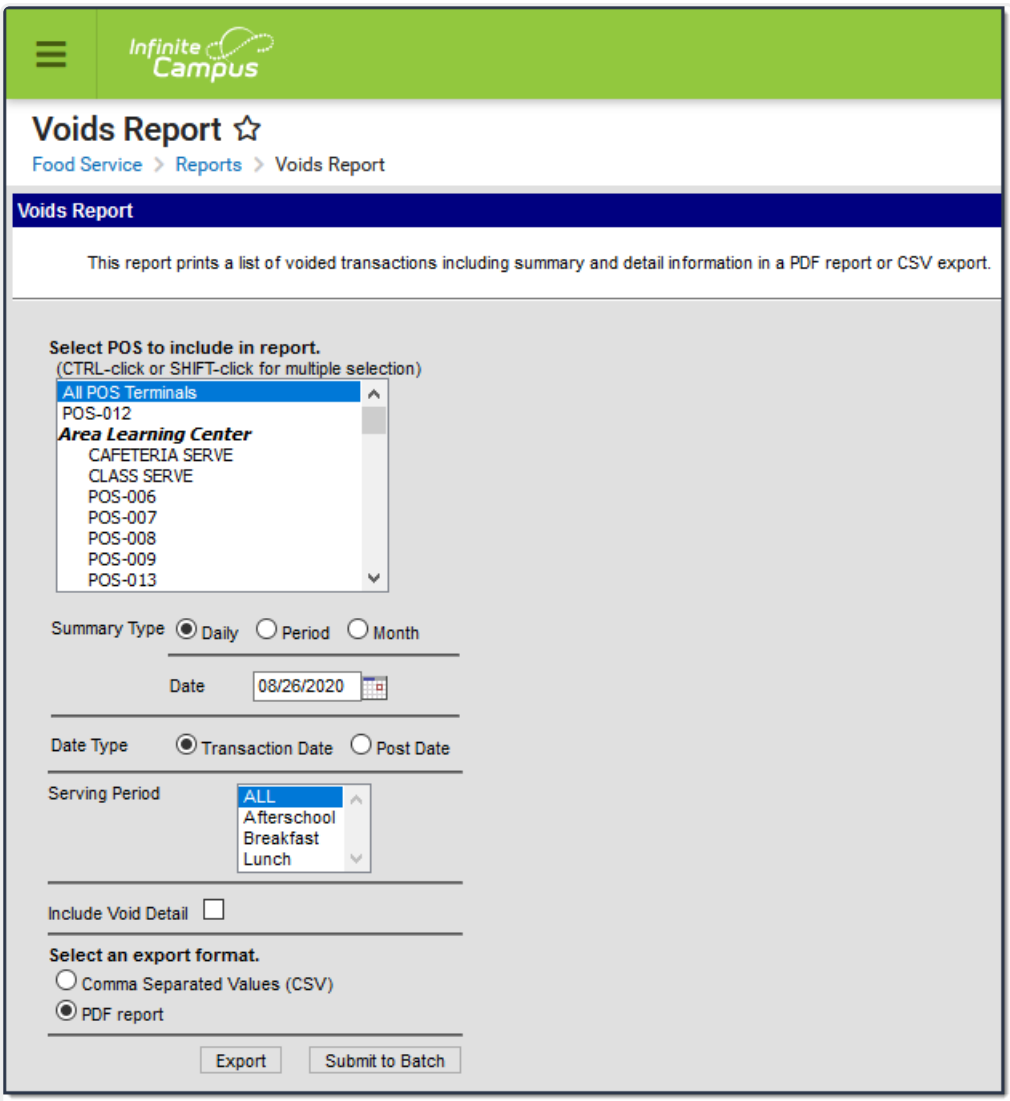


Transaction Summary Report

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...

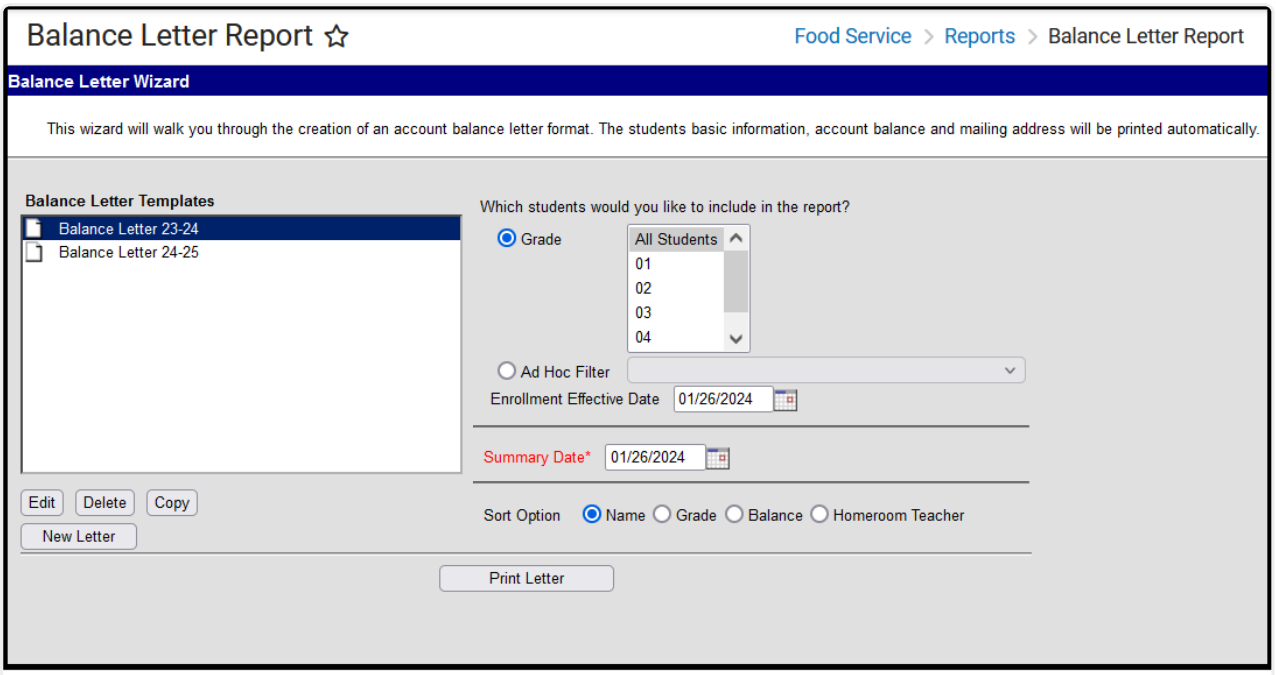


Voids Report

Balance Letter Report

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

Click here to expand...



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 *Requires R/W/A tool rights to all Ad Hoc Reporting in order to Create, Edit and Delete letters.*	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.