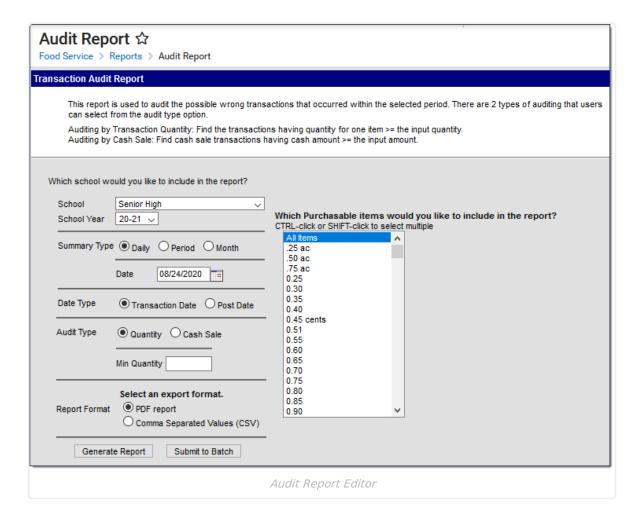# Audit Report

Last Modified on 10/22/2022 9:50 am CDT

Audit Report EditorReport Logic | Generating the Report | Understanding the Quantity Audit Report | Understanding the Cash Sale Report

Classic View: Point of Sale > Reports > Audit Report

Search Terms: Audit

The Audit Report audits for potentially incorrect transactions within a selected time frame. Users can generate this report in one of two modes: by the quantity of items purchased or by the cash sale value of items purchased.

Audit Report Editor

Report Logic

- The Audit Type **Quantity** option finds transactions having a quantity for one item greater than or equal to the entered minimum quantity. When this option is selected, the Purchasable Items display and you can select which items you want to include in the report.
- The Audit Type **Cash Sale** option finds cash sale transactions with a cash amount greater than or equal to the entered minimum amount.

Generating the Report

1. Select the **School** for which to generate the report from the dropdown list and the school (calendar) year.
2. Select the **Summary Type**.
    - The **Daily** option requires users enter a reporting date.
    - The **Period** option requires users enter Start and End Dates
    - The **Month** option requires users select the month for reporting data.
3. Enter the **Date** in mmddyy format or click the calendar icon to select a date.
4. Select the **Date Type**.
    - **Transaction Date**: When the transaction took place.
    - **Post Date**: When the transaction was posted to the student's account.
5. Select the **Audit Type**.
    - The Quantity type finds transactions with a minimum quantity greater than or equal to the entered value. When this option is selected, the Purchasable Items display and you can select which items you want to include in the report.
    - The **Cash Sale** option finds cash sale transactions having a cash amount greater than or equal to the input amount.
6. Select whether the report results should be generated as a **PDF** or **CSV**.

7. Click the **Generate Report** button OR the **Submit to Batch** button.

> Users have the option of submitting a report request to the batch queue by clicking Submit to Batch instead of Generate Report. This process allows larger reports to generate in the background, without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the Batch Queue article.

Result
Campus generates a PDF or CSV file, listing the desired options (quantity, cash) for the selected Summary Type and Date Type.

Understanding the Quantity Audit Report

The Quantity Audit Report indicates all transactions where the quantity for an item is greater than or equal to the quantity entered.

100 Plainview Schools District Generated on 02/14/2017 11:00:15 AM Page 1 of 1	**Audit Report For Transaction Quantity** Period: 05/01/2016-05/15/2016 All Schools Min Quantity: Date Type: Transaction Date

Student (Student#)	Account#	Transaction Time	Post Time	POS	Item	Eligibility	Price	Quantity
Aarons, Catherine (#665153) Grade: 07	4853	05/11/2016 11:45	05/12/2016 13:28	HHS-1	X-Milk	Paid	$0.25	1
	4853	05/11/2016 11:45	05/16/2016 09:10	HHS-1	Lunch 7-12	Paid	$1.75	1
					X-Milk	Paid	$0.25	1
Aarons, Stephanie (#665155) Grade: 11	4012	05/10/2016 09:08	05/10/2016 09:12	CAFETERIA SERVE	Yogurt	Paid	$0.75	1
					VT Wtr	Paid	$4.00	1
Abegg, Justin J (#1101900001) Grade: 06	3648	05/09/2016 00:00	05/27/2016 12:40	HHS-1	Nachos	Paid	$5.00	1
					X-Milk	Paid	$0.25	2
Aubel, India (#104411) Grade: 11	5040	05/04/2016 08:53	05/04/2016 08:54	CAFETERIA SERVE	PowerThirst	Paid	$3.00	1
					Lunch 7-12	Paid	$1.75	1
					X-Milk	Paid	$0.25	1
Fleisch, Amber (#112834) Grade:	4722	05/02/2016 11:00	05/10/2016 14:32	HHS-1	Lunch 7-12	Non-Reimb & Adult	$2.50	1
	4722	05/10/2016 00:00	05/12/2016 13:36	HHS-1	Lunch 7-12	Non-Reimb & Adult	$2.50	1
Fleischmann, Brian (#16450004) Grade: 03	5660	05/11/2016 12:00	05/16/2016 09:35	HHS-1	Lunch 7-12	Free	$0.00	1
					X-Milk	Paid	$0.25	1
Fleischmann, Carolyn (#16450002) Grade: 10	5658	05/03/2016 00:00	05/31/2016 08:30	HHS-1	Lunch 7-12	Free	$0.00	1
					X-Milk	Paid	$0.25	1
Fleischmann, Kristen (#16450003) Grade: 09	5659	05/03/2016 00:00	05/31/2016 08:38	HHS-1	Lunch 7-12	Paid	$1.75	1
					X-Milk	Paid	$0.25	1

Audit Report - Quantity Audit Report

Field Descriptions

Field	Definition
Student (Student#)	The student's/patron's name who made the purchase, including the student number and grade.
Account#	The account number charged for the item.
Transaction Time	Indicates the time the transaction occurred on the Point of Sale terminal.
Post Time	Indicates the time the transaction was posted to the server. Gaps between the Transaction Time and the Post Time can occur if transactions processed on the Point of Sale terminal are not sent to the server immediately due to a network issue or the terminal is not connected to the network until after each serving period. For entries made into a patron's Journal, gaps can occur when the Transaction Time selected by the person entering the information is different (back dated or future dated), than the actual time the transaction is being entered. The Post Time in this case should be close to the actual data entry time in Campus.
POS	Indicates the terminal which processed the transaction. Transactions with a POS value of "SERVER" are generally transactions that were entered through the patron's Journal.

Field	Definition
Item	Indicates the item purchased.
Eligibility	Indicates the student's eligibility for the item purchased.
Price	Indicates the price charged for the item purchased and is based on the pricing established in the Purchasable Items tool.
Quantity	Indicates the quantity of each Item sold during the transaction.

Understanding the Cash Sale Report

The Cash Sale Report indicates all cash sale transactions where the cash amount is greater than or equal to the cash amount entered.

Audit Report For Cash Sale

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Period: 05/01/2015-05/15/2017
All Schools
Min Amount: $0.00   Date Type: Transaction Date

Person (Student#)	Grade	Account#	Transaction Time	Post Time	POS	Cash	Check #
Achilles, Calandra (#103696)		5551	06/06/2016 00:00	06/06/2016 12:07	HHS-1	$100.00	
Administrator, System S		5678	06/01/2016 00:00	06/02/2016 09:50	POS-1	$3.00	
Baum, Allison (#161900004)	06	5654	10/01/2015 00:00	10/27/2015 15:02	CAFETERIA SERVE	$10.00	
Baum, Mary (#161900001)	09	5639	10/01/2015 00:00	10/27/2015 10:11	HHS-1	$10.00	
		5639	10/08/2015 00:00	10/27/2015 12:46	HHS-1		$10.00 (11022)
		5639	10/13/2015 00:00	10/27/2015 12:46	HHS-1		$20.00 (4558)
Loveland, Frankie (#122281)	11	5120	10/23/2015 00:00	10/26/2015 15:50	HHS-1		$20.00 (10002)
Simons, Lesley		3102	10/01/2015 00:00	10/29/2015 11:21	CAFETERIA SERVE	$20.00	
Smith, Andrew (#161000001)		3129	07/07/2016 00:00	07/07/2016 09:46	AES-1	$35.00	
Smith, Kavit		5641	08/03/2015 00:00	09/03/2015 13:27	HHS-1	$60.00	

Audit Report - Cash Sale Report

Field Descriptions

Field	Definition
Student (Student#)	The student's/patron's name who made the purchase, including the student number and grade.
Grade	Grade of the patron (if not a staff member).
Account#	The account number charged for the item purchased.
Transaction Time	Indicates the time the transaction occurred on the Point of Sale terminal. The Transaction Time shown for entries made in a patron's Journal is defined by the date entered on the Journal with the time set to 12:00 AM.

Field	Definition
Post Time	Indicates the time the transaction was posted to the server. Gaps between the Transaction Time and the Post Time can occur if transactions processed on the Point of Sale terminal are not sent to the server immediately due to a network issue or the terminal is not connected to the network until after each serving period. For entries made into a patron's Journal, gaps can occur when the Transaction Time selected by the person entering the information is different (back dated or future dated), than the actual time the transaction is being entered. The Post Time in this case should be close to the actual data entry time in Campus.
POS	Indicates the terminal which processed the transaction. Transactions with a POS value of "SERVER" are generally transactions that were entered through the patron's Journal.
Cash	The amount of cash taken from the patron and entered into the terminal during the transaction.
Check #	The check amount and check number entered by the cashier during the transaction.