

# Transaction Detail

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This functionality is only available to customers who have purchased Campus Point of Sale as add-on functionality.

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**Classic View:** Point of Sale > Reports > Transaction Detail

**Search Terms:** Transaction Detail

The Transaction Detail Report details all transactions which occurred on a specific date for a specific terminal(s).

*Transaction Detail Report Editor*

## Generate the Report

1. Enter the **Date** in *mmdyy* format or click a calendar icon to select a date.
2. Select the **Date Type**:
  - **Transaction Date**: Transactions are reported based on the date in which the sale occurred.
  - **Post Date**: Transactions are reported based on the date in which the transaction was

posted to the server (student's account).

3. Select which POS terminals to include within the report.
4. Select whether the report results should be generated as a **PDF** or **CSV**.
5. Select 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 Extract**. 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.

## Understanding the Transaction Detail Report

The Transaction Detail Report is broken into two sections: Section 1 which indicates the terminal reporting data as well as totals for payments and deposits and Section 2 which details each transaction that occurred as of the reporting date.

0270 Test District Generated on 02/24/2012 04:36:53 PM Page 1 of 1		Transaction Detail Report For 02/24/2012 Date Type: Transaction Time Group By Transaction All POS POS: 1 Transactions: 17 Items: 10 Patrons: 10					
<b>Section 1</b>							
<b>1. HS 1</b> Item Sales: \$27.90 POS Deposit: \$11.65 Cash Payment: \$15.00 Check Payment: \$5.00 Cash Returned: (\$4.00)							
Transaction/Post Time	Patron (Account#)	Service	Item	Category	Price	Quantity	Amount
02/24/2012 18:36	Student 15, Test C (#4385)	Lunch	Cookie	Ala Carte	\$0.50	1	\$0.50
02/24/2012 18:36			Milk	Ala Carte	\$0.50	1	\$0.50
			Cash Payment				\$5.00
			Cash Return				(\$4.00)
02/24/2012 18:36	Student 4, Test (#14552)	Lunch	Side Salad	Ala Carte	\$1.25	1	\$1.25
02/24/2012 18:36	Student#: 54641654654546 Grade: 11		Xtra Meat	Ala Carte	\$0.85	1	\$0.85
			Cash Payment				\$10.00
			POS Deposit				\$7.90
02/24/2012 18:35	Student 5, Test (#14560)	Lunch	Side Salad	Ala Carte	\$1.25	1	\$1.25
02/24/2012 18:36	Student#: 115610136 Grade: 03		Check Payment (1236)				\$5.00
			POS Deposit				\$3.75
02/24/2012 18:32	Test, Student (#7774)	Beverages	Popoom	Ala Carte	\$1.00	1	\$1.00
02/24/2012 18:33	Student#: 123456789 Grade: 11		Water	Ala Carte	\$1.00	1	\$1.00
02/24/2012 18:32	test, student3 (#14557)	Ala Carte	Teddy Grahams	Ala Carte	\$0.50	1	\$0.50
02/24/2012 18:33	Student#: 12345671515 Grade: 12		Tortilla Chips	Ala Carte	\$1.25	1	\$1.25
02/24/2012 18:31	Test, Cashier (#14566)	Lunch	RC Staff Lunch	Ala Carte	\$0.00	1	\$0.00
02/24/2012 18:32							
02/24/2012 18:17	Student 5, Test (#14560)	Lunch	Lunch HS	Lunch	\$2.95	1	\$2.95
02/24/2012 18:17	Student#: 115610136 Grade: 03						
02/24/2012 18:17	Student 4, Test (#14552)	Lunch	Lunch HS	Lunch	\$2.95	1	\$2.95
02/24/2012 18:17	Student#: 54641654654546 Grade: 11						
02/24/2012 18:17	Student 15, Test C (#4385)	Lunch	Lunch HS	Lunch	\$3.60	1	\$3.60
02/24/2012 18:17							
02/24/2012 18:17	Test6, Student (#14551)	Lunch	Lunch HS	Lunch	\$2.95	1	\$2.95
02/24/2012 18:17	Student#: 115610136 Grade: 02						
02/24/2012 18:17	Test, Test L (#8704)	Lunch	Lunch HS	Lunch	\$3.60	1	\$3.60
02/24/2012 18:17							
02/24/2012 18:17	Test, Student 77 (#8175)	Lunch	Lunch HS	Lunch	\$0.00	1	\$0.00
02/24/2012 18:17	Student#: 90050651 Grade: 03						
02/24/2012 18:17	Test, Student (#7774)	Lunch	Lunch HS	Lunch	\$0.40	1	\$0.40
02/24/2012 18:17	Student#: 123456789 Grade: 11						
02/24/2012 18:16	Test, Patron (#10177)	Lunch	Lunch HS	Lunch	\$3.60	1	\$3.60
02/24/2012 18:17	Student#: 128410007 Grade: 06						
02/24/2012 18:16	Test, Patron (#10177)	Lunch	Lunch HS	Lunch	(\$3.60)	1	(\$3.60)
02/24/2012 18:17	Student#: 128410007 Grade: 06						
02/24/2012 18:16	Test, Patron (#10177)	Lunch	Lunch HS	Lunch	\$2.95	1	\$2.95

**Section 2**

Transaction Detail - Reported Transaction Date

## Section 1

Section 1 indicates the terminal reporting data and the total amount of Item Sales, POS Deposits, Cash/Check Payments and Cash Returned for all transactions during the reporting date.

If more than one terminal is selected to report, each terminal's data is separated the Section 1 gray line.

Column	Description
<b>1. (HS 1)</b>	The name of the Point of Sale terminal reporting transaction data.
<b>Item Sales</b>	Indicates the total value of the items sold for the Date entered on the report editor.
<b>POS Deposit</b>	Indicates the total amount of money deposited into student accounts through the terminal on the Date entered on the report editor.

Column	Description
<b>Cash Payment</b>	Indicates the total amount of cash taken in by the terminal on the Date entered on the report editor.
<b>Check Payment</b>	Indicates the total amount of money via personal checks taken in by the terminal on the Date entered on the report editor.
<b>Cash Returned</b>	Indicates the total amount of cash returned to patrons during cash payment transactions.

## Section 2

Section 2 describes information about each transaction which occurred on the terminal during the reporting date.

Column	Description	Ad hoc Field Name
<b>Transaction/Post Time</b>	Indicates the date and time in which the transaction was processed at the terminal.	postTX.txTimeStamp
<b>Patron (Account#)</b>	Indicates the patron who made the transaction and their account number.	postTX.accountID
<b>Service</b>	Indicates which service the transaction occurred within; i.e., Breakfast, Lunch, Ala Carte, etc.	postTX.serviceID postTX.serviceName
<b>Item</b>	Indicates the item(s) purchased as well as any cash payments, cash returns and POS account deposits made during the transaction.	postTX.purchasableName
<b>Category</b>	Indicates the category of the item purchased during the transaction; i.e., Lunch, Breakfast, Ala Carte.	postTX.reportingCategory
<b>Price</b>	Indicates the price charged for a single quantity of the item purchased during the transaction.	postTX.debit
<b>Quantity</b>	Indicates the quantity of each item purchased during the transaction.	postTX.quantity

Column	Description	Ad hoc Field Name
<b>Amount</b>	<p>Indicates the total price charged for each item(s) during the transactions (Price x Quantity).</p> <p>Amounts in red indicate the amount of money returned to the student as change for a cash payment. If the amount is crossed out, this indicates the transaction was voided and the amount was not charged to the student's account.</p>	posTX.amount