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

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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 *mmddyy* 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.

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

Column	Description
Cash Payment	Indicates the total amount of cash taken in by the terminal on the Date entered on the report editor.
Check Payment	Indicates the total amount of money via personal checks taken in by the terminal on the Date entered on the report editor.
Cash Returned	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
Transaction/Post Time	Indicates the date and time in which the transaction was processed at the terminal.	posTX.txTimeStamp
Patron (Account#)	Indicates the patron who made the transaction and their account number.	posTX.accountID
Service	Indicates which service the transaction occurred within; i.e., Breakfast, Lunch, Ala Carte, etc.	posTX.serviceID posTX.serviceName
Item	Indicates the item(s) purchased as well as any cash payments, cash returns and POS account deposits made during the transaction.	posTX.purchasableName
Category	Indicates the category of the item purchased during the transaction; i.e., Lunch, Breakfast, Ala Carte.	posTX.reportingCategory
Price	Indicates the price charged for a single quantity of the item purchased during the transaction.	posTX.debit
Quantity	Indicates the quantity of each item purchased during the transaction.	posTX.quantity

Column	Description	Ad hoc Field Name
Amount	Indicates the total price charged for each item(s) during the transactions (Price x Quantity). 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.	posTX.amount