

Orders Report

Last Modified on 03/11/2024 8:46 am CDT

[Generate the Report](#) | [Report Editor Field Descriptions](#) | [Example Detail Report](#) | [Example Labels - Large Report](#) | [Example Labels](#) | [Example PDF Report](#) | [Report Layout](#) | [Create a Barcode List](#)

Classic View: School Store > Reports > Orders

Search Terms: Orders

This report provides detailed information about purchases made in the School Store. The Orders Report also includes people who have pre-ordered meals through the School Store. This report can be used to facilitate contactless food service. For example, schools could use the report to create a list for distributing meals to classrooms or for creating labels for boxed/bagged food.

The School you select is the school from which the pre-order was placed and not necessarily the school where a student is enrolled.




The Orders Report does **NOT** include [Public Store](#) purchases.

What can I do?	What do I need to know?
<ul style="list-style-type: none"> Generate the Report Create a Barcode List 	<ul style="list-style-type: none"> Report Editor Field Descriptions Example Detail Report Example Labels - Large Report Example PDF Report Report Layout

Generate the Report

To create the report, use the [Field Descriptions](#) found in this article to select the report options then click the **Generate** button.



20-21
9+
?

Orders ☆
 [School Store](#) > [Reports](#) > [Orders](#)

Instructions

This report includes people who have placed orders through the School Store. The PIN and Barcode columns only populate if Point of Sale is enabled. The Labels-Large format can be printed on labels similar to Avery 8395.

Setup

Report Type

Purchase Start Date *

Purchase End Date

Detail

month/day/year hour:...

month/day/year hour:...

Product Category *

Clubs

Product Item(s) *

Book Club - Book Club

Drama Club - Drama Club

Girls Volleyball - Girls Volleyball

Select All

Schools

Select	School Ordered From	Room Type	Period
<input checked="" type="checkbox"/>	Arthur Elementary	Homeroom	
<input checked="" type="checkbox"/>	Carter Middle	Homeroom	
<input checked="" type="checkbox"/>	Cleveland Elementary	Homeroom	
<input checked="" type="checkbox"/>	Fillmore Middle School	Homeroom	
<input checked="" type="checkbox"/>	Harrison High	Homeroom	
<input checked="" type="checkbox"/>	Lincoln Elementary	Homeroom	
<input checked="" type="checkbox"/>	McKinley Elementary School	Homeroom	
<input checked="" type="checkbox"/>	Monroe High	Homeroom	
<input checked="" type="checkbox"/>	Pierce Junior High	Homeroom	
<input checked="" type="checkbox"/>	Polk Middle School	Homeroom	
<input checked="" type="checkbox"/>	Van Buren High School	Homeroom	

Report Options

Include

☐ POS Flags

Format Options

Group By

☒ School

☐ School/Room Number

☐ School/Item

☐ Customer

Format

☒ CSV

☐ Labels - Large

☐ PDF

Generate

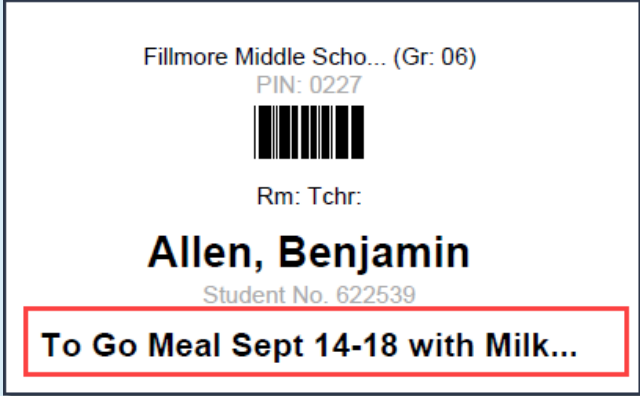
Example Orders Report Editor

Report Editor Field Descriptions

Field	Descriptions
Setup	
Report Type	Detail is the only option available at this time.

Field	Descriptions
Purchase Start Date	The first date on which you want to report. The report returns purchases made on this date through the entered End Date. <i>This is a required field.</i>
Purchase End Date	The last date on which you want to report. The report returns purchases made on the Start Date through the End Date entered here.
Product Category	<p>The category defined in the School Store Administration. <i>This is a required field.</i></p> <p>Schools using this category automatically display in the Schools section of the editor.</p> <div> <p>If you have removed a school from a Category, you will not be able to use the Orders Report for purchases made for that combination of Category and School.</p> </div>
Product Item(s)	The item defined in the School Store Inventory. Only items assigned to the selected Category display. <i>This is a required field.</i>
Schools	
Select	All checkboxes are selected by default. Clear the checkbox next to the school(s) you want to exclude from the report.
School Ordered From	The school from which the purchase was made. This is not necessarily the school where a student is enrolled.
Room Type	<p>Select one of the following options.</p> <p>This option does NOT filter the data. It only indicates which room data displays on the report.</p> <ul style="list-style-type: none"> • Homeroom • Period with Lunch Minutes <p>If you select the Period with Lunch Minutes option, the report will include the room the student is in during the selected period. The period reports as of the day you print the report. If the student's location will change based on the day, the report must be printed ON the serving day to get the correct period information.</p>
Period	Select the Period to include in the report. This option is only available if you selected <i>Period</i> in the Room Type field.
Report Options	

Field	Descriptions				
Include	<p>POS Flags - When this checkbox is marked, an additional column called POS Flag is included in the report. This column displays the User Warning and the Flag name that appear on the Point of Sale terminal. If the User Warning is not entered, the column reports the Flag name and null; e.g., "User Warning on Student Record (POS display flag);null."</p> <p>This option only displays if you have tool rights to the <i>Display POS Flag</i> tool rights under the School Store Order report.</p>				
Format Options					
Group By	<p>This option allows you to to arrange the data in the report by one of the following options. Orders within each option are grouped by student name.</p> <ul style="list-style-type: none">• School• School/Room Number• School/Item• Customer				
Format	<table><tr><th>Option</th><th>Description</th></tr><tr><td>CSV</td><td><p>The CSV format and includes the information found in the Report Layout section.</p><p>After the you generate the Detail report, you can create a barcode list that can be read with a 1D or 2D barcode scanner.</p></td></tr></table>	Option	Description	CSV	<p>The CSV format and includes the information found in the Report Layout section.</p> <p>After the you generate the Detail report, you can create a barcode list that can be read with a 1D or 2D barcode scanner.</p>
Option	Description				
CSV	<p>The CSV format and includes the information found in the Report Layout section.</p> <p>After the you generate the Detail report, you can create a barcode list that can be read with a 1D or 2D barcode scanner.</p>				

Field	Options	Description
	Labels-Large	<p>The Labels - Large report displays in PDF format. You can use this format to create labels for boxed/bagged food.</p> <p>This report is designed to be printed on Avery 8395 Adhesive Name Badges. Eight labels print on each page.</p> <div> <p>Tip</p> <p>For the order to print on a label without being cut short, limit the Product Name and attributes in the School Store to 31 characters. If this information is too long to fit on one line, the information is truncated and followed by an ellipsis.</p>  </div>
	PDF	<p>The PDF version of the report includes order information grouped according to your selection in the Group By field. If your district uses Point of Sale, the PDF report also includes the student's PIN and barcode if there is an account PIN on the student's record.</p>

Example Detail Report

	A	B	C	D	E	F	G	H	I	
1	School Ordered From	Room	Period or Teacher	Student Number	Person ID	Grade	Student Name	Item	POS Flag Count	POS Flag User Warning
2	Arnold Elementary	2AWest	Smith, Tony	10891	10947	1	Frederickson, Karen	Monday Lunch - Meat - No		
3	Arnold Elementary	2AWest	Smith, Tony	10891	10947	1	Frederickson, Karen	Monday Lunch - Veg - No		
4	Arnold Elementary	2AWest	Smith, Tony	120050009	46832	1	Wagner, Alex J	Monday Lunch - Meat - Yes		
5	Arnold Elementary	2AWest	Smith, Tony	140050045	58028	1	Wagner, Sara R	Monday Lunch - Veg - Yes		
6	Kennedy Elementary	114P	Brown, Ann	171090084	64089	2	Anderson, Ivy S	Monday Lunch - Meat - No	2	Peanut Allergy; Lactose Free
7	Kennedy Elementary	114P	Brown, Ann	171090084	64089	2	Anderson, Ivy S	Monday Lunch - Veg - Yes	2	Peanut Allergy; Lactose Free
8	Kennedy Elementary	114P	Brown, Ann	201090054	64090	2	Anderson, Monica S	Monday Lunch - Veg - No		
9	Kennedy Elementary	114P	Brown, Ann	185010004	64088	2	Anderson, Maggie S	Monday Lunch - Meat - Yes	1	Fish/Shrimp Allergy
10	Kennedy Elementary	114P	Brown, Ann	185010004	64088	2	Anderson, Maggie S	Monday Lunch - Meat with ver	1	Fish/Shrimp Allergy
11	Kennedy Elementary	114P	Brown, Ann	195010038	69988	2	Wagner, Janet J	Monday Lunch - Veg - Yes		
12	Kennedy Elementary	114P	Brown, Ann	195010038	69988	2	Wagner, Janet J	Monday Lunch - Veg - No		
13	Kennedy Elementary	114P	Brown, Ann	120050009	46832	2	Wagner, Alex J	Monday Lunch - Meat - No		
14	Roosevelt Elementary	105	Walker, Joan	181100031	67567	3	*Morales, David	Monday Lunch - Meat with ver	1	Allergy to Peanuts/Nuts, Peanut B
15	Roosevelt Elementary	105	Walker, Joan	151090082	61304	3	*Morales, Sam	Monday Lunch - Meat with very long name what will the report do - Yes		
16	Roosevelt Elementary	105	Walker, Joan	170010030	56218	3	*Sanchez, Hanna	Monday Lunch - Veg - Yes		
17	Roosevelt Elementary	105	Walker, Joan	140010116	52735	3	*Sanchez, Danika	Monday Lunch - Veg - Yes		
18	Middle School			120050009	46832		Wagner, Alex J	Monday Lunch - Veg - Yes		
19	Senior High	216	Anders, Hanna	1010700019	48921	10	*Fernandez, Mario	Monday Lunch - Veg - No	2	Peanut Allergy; Lactose Free
20	Senior High	216	Anders, Hanna	80050057	45411	11	*Peters, Susie	Monday Lunch - Veg - Yes		
21	Senior High	216	Anders, Hanna	173010046	64684	10	*Peters, Fran B	Monday Lunch - Meat - No	1	Fish/Shrimp Allergy
22	Senior High	216	Anders, Hanna	183010051	67828	10	*Peters, Sebastian	Monday Lunch - Veg - Yes	1	Fish/Shrimp Allergy
23	Senior High	216	Anders, Hanna	85010015	47320	12	*Swenson, Kathy	Monday Lunch - Meat with ver	2	Peanut Allergy; Lactose Free
24	Senior High	216	Anders, Hanna	85010015	47320	12	*Swenson, Kathy	Monday Lunch - Veg - Yes	2	Peanut Allergy; Lactose Free
25										
26						TOTAL			23	

Example CSV Report

Example Labels - Large Report

Note
The Barcode is blank if the student does not have a PIN or if Point of Sale is not enabled. In the following example, the student on the right does not have a PIN.

Fillmore Middle Scho... (Gr: 06)

PIN: 7960

Rm: 211 Tchr: Bloom, Charlotte

Abeggert, Amanda

Student No. 665154

To Go Meal Sept 14-18

Fillmore Middle Scho... (Gr: 08)

PIN:

Rm: 246 Tchr: Wilson, Hailee

Smith, Octavia

Student No. 662334

To Go Meal Sept 14-18

Fillmore Middle Scho... (Gr: 06)

PIN: 0034

Rm: 211 Tchr: Bloom, Charlotte

Bryant, Tom

Student No. 107616

To Go Meal Sept 14-18

Example Labels

Example PDF Report

100 Plainview Schools District








123 Main Street, Metro City, MN 55555
Generated on 11/13/2020 10:32:53 AM Page 1 of 1

Orders Report - Detail

Purchase Dates: 11/13/2020
Product Category: Food Service Pre-Order

School Total - Arthur Elementary

3 Wednesday Lunch - Elem - Skim	2
1 Monday Lunch - Elem - Skim - Yes	6
1 Monday Lunch - Elem - Water - Yes	2
2 Tuesday Lunch - Elem - 2%	1
3 Wednesday Lunch - Elem - 2%	1
1 Monday Lunch - Elem - No - Skim	1
2 Tuesday Lunch - Elem - Skim	4
Total Count	17

Name (Student No.)	Item	Bar Code/ PIN
Abegg, Dylan (171900001)	3 Wednesday Lunch - Elem - 2% 2 Tuesday Lunch - Elem - Skim 1 Monday Lunch - Elem - No - Skim	 8164
Abegg, Justin (1101900001)	1 Monday Lunch - Elem - Water - Yes	 6660
Abegg, Robert (161900005)	1 Monday Lunch - Elem - Skim - Yes	 8410
Abegg, Stella (161000001)	1 Monday Lunch - Elem - Skim - Yes	
Abegg, Wallace (181900002)	2 Tuesday Lunch - Elem - Skim	 3519
Anderson, Jack (662478)	2 Tuesday Lunch - Elem - 2% 1 Monday Lunch - Elem - Skim - Yes	 5670
Anderson, Jana (181900003)	1 Monday Lunch - Elem - Water - Yes	 1034
Cardinal, Peggy (161900006)	1 Monday Lunch - Elem - Skim - Yes	 4198

Example PDF Report

Report Layout

Column	Description
School Ordered From	<p>The school from which the pre-order was placed.</p> <div> <p>If the purchase</p> <ul style="list-style-type: none"> was made at an event, the purchase was recorded using the Campus Mobile Payments app, AND a student number was entered for the item purchased, <p>then the school assigned to the event displays in the report.</p> </div>
Room	The student's homeroom number.
Period or Teacher	The student's homeroom teacher or the period with lunch minutes.

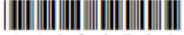




Column	Description
Student Number	The unique student number assigned and maintained by the school district.
Person ID	The Campus assigned person ID for the student.
Grade	The grade in which the student is currently enrolled.
Student Name	The student's full name.
Item	<p>The specific meal or Ala carte item that was purchased. For the order to print on a label without being cut short, limit the Product Name and attributes in the School Store to 31 characters. If this information is too long to fit on one line, the information is truncated and followed by an ellipsis.</p> 
POS Flag Count	<p>The report only includes this column if the POS Flag checkbox is selected on the report editor.</p> <p>This column displays the total number of POS flags active on the day the report is printed.</p>
POS Flag User Warning	<p>The report only includes this column if the POS Flag checkbox is selected on the report editor.</p> <p>This column displays the User Warnings; e.g., "No tree nuts; severe dairy allergy", that are marked as a POS Flag and are also active on the day the report is printed. Multiple user warnings are combined into one string and separated by a semi-colon (;). If there is not a User Warning, the column does not report.</p>
Order Comment	Any information the customer added to their purchase before they checked out.
Customer Name	<p>The name of the person who made the purchase.</p> <p>If the payment was recorded using the Campus Mobile Payments app, this is the name from the credit card when it was swiped.</p>
Student PIN	The student's Point of Sale Account PIN . If Point of Sale is not enabled, this column is blank.

Column	Description
Barcode	Currently, the CSV file displays the student's Point of Sale Account PIN in this column. You can use this column to create a scannable barcode list in the CSV file. If Point of Sale is not enabled, the Barcode is blank.
Purchase Start Date	The date selected on the report editor. The report returns purchases made on this date through the Purchase End Date entered on the report editor.
Purchase End Date	The date selected on the report editor. The last date on which purchases were made. The report returns purchases made on the Purchase Start Date through the Purchase End Date.
Product Category	The Product Category selected on the report editor. The Category is defined in the School Store Inventory.
Total	Item - The total number of meals and ala carte items.

Create a Barcode List

After the you generate the CSV Detail report, you can create a barcode list that can be read with a 1D or 2D barcode scanner. To create the barcode list, select the **Barcode** column and change the font to the standard Code 39 font. If you do not have this font installed, you will first need to download and install the font from a trusted source. You must also keep the * (asterisk) before and after the PIN number and make sure the barcode is not bold.

J	K	L
Order Comment	Student PIN	Barcode
	123456	*123456*
	123456	*123456*
	147258	*147258*
	987654	*987654*
	987654	*987654*

J	K	L
Order Comment	Student PIN	Barcode
	123456	 * 1 2 3 4 5 6 *
	123456	 * 1 2 3 4 5 6 *
	147258	 * 1 4 7 2 5 8 *
	987654	 * 9 8 7 6 5 4 *
	987654	 * 9 8 7 6 5 4 *

Example Barcodes

Previous Version

[Orders Report \[.2211 - .2247\]](#)