Item Summary

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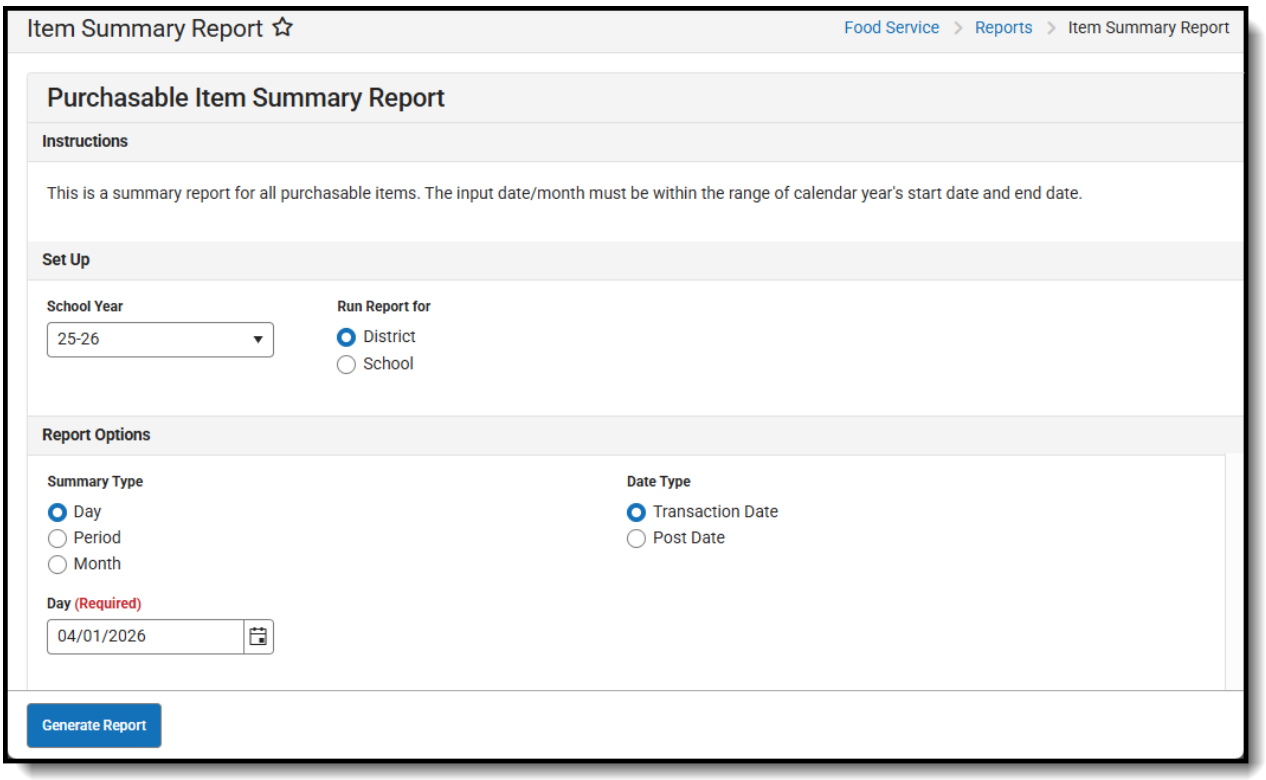
Tool Search: Item Summary

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

The Item Summary Report looks at all purchasable items, noting the total amount purchased and the total sales for the item based on the date range entered.



See the Food Service Reports Tool Rights article for information on rights needed to use this and other food service reports.

Generating the Report

1. Select the **School Year.**
2. Choose to run the report for **District** or **School**. If school is chosen, select the **School**.
3. Select the **Summary Type**. Depending on the summary type chosen, the information will look at transactions for the entered date (“Daily” option), a date range (“Period” option) or a

selection of dates (“Month” option).

4. Select the **Date Type**. The “Transaction Date” is the day on which the transaction occurred. The “Post Date” is the day on which the information was recorded by the server.
5. Enter the **Date** in *mmddyy* format, or click the calendar icon to select a date. The date defaults to the 1st of the current month.
6. Select **Generate Now** or **Submit to Batch Queue**. The report will list the items purchased for the entered date range.
7. Select whether the report results should be generated as a **PDF** or **CSV.**

Users have the option of submitting a report request to the batch queue by clicking **Submit to Batch Queue** instead of **Generate Now**. 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.