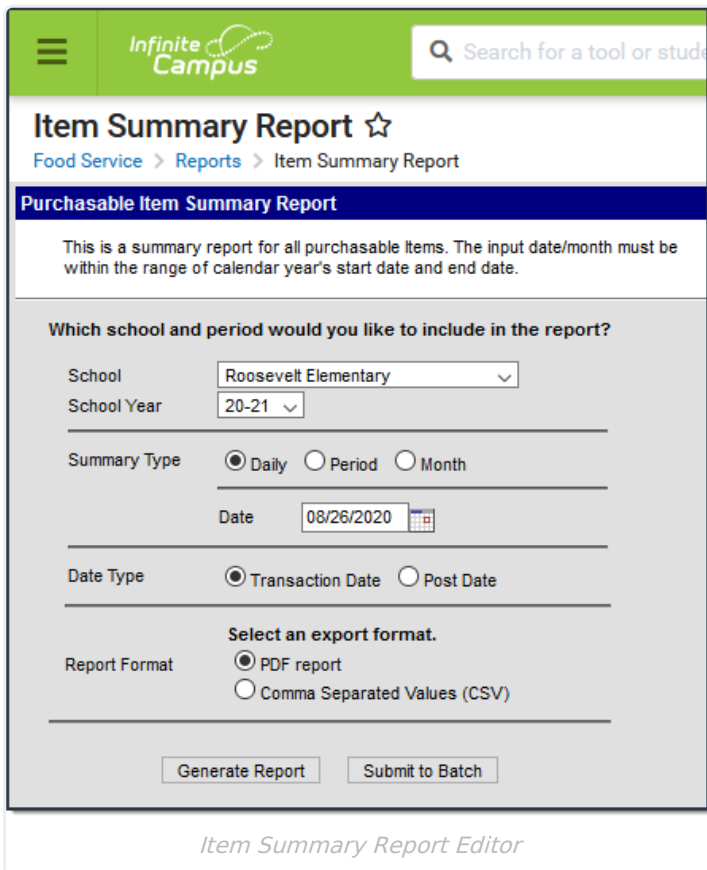# Item Summary

Last Modified on 12/14/2025 8:45 pm CST

[Generating the Report](#)

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.

Item Summary Report Editor

Generating the Report

1. Select the **School** for which to generate the report from the dropdown list.
2. Select the appropriate **School Year.**
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. Enter the **Date** in *mmddyy* format, or click the calendar icon to select a date. The current

date will already be entered.

5. 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 was recorded by the server.
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. The report will list the items purchased for the entered date range.

> 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.

	Monthly Purchasable Item Summary Report for Jan. 10
0347 District Generated on 05/18/2010 03:00:39 PM Page 1 of 3	School: Willmar Senior High Date Type: Transaction Date Purchasable Items: 69 Service: 6 Quantity: 39542 Charged Quantity: 30650 Total Sales: $37,403.85

1. Ala Carte Purchasable Items: 45   Service: 5
  Quantity: 13541   Charged Quantity: 13541   Total Sales: $12,026.25

Purchasable Item	Service	Quantity	Charged Quantity	Total Sales
Bagel	B300	61	61	$61.00
	Total	61	61	$61.00
Bread - 1 Slice	T300	2	2	$0.50
	Total	2	2	$0.50
Breadstick	T300	203	203	$81.20
	Total	203	203	$81.20
Breakfast Pizza	B300	18	18	$9.00
	Total	18	18	$9.00

1. Ala Carte Purchasable Items: 45   Service: 5
  Quantity: 13541   Charged Quantity: 13541   Total Sales: $12,026.25

Purchasable Item	Service	Quantity	Charged Quantity	Total Sales
Garlic Bread	P300	1	1	$0.40
	Total	1	1	$0.40
Hamburger	G300	29	29	$43.50
	Total	29	29	$43.50
Hot Dog	G300	4	4	$6.00
	Total	4	4	$6.00
Juice	B300	117	117	$35.10
	G300	9	9	$2.70
	P300	17	17	$5.10

Example Item Summary Report