

Item Summary

Last Modified on 05/12/2026 3:23 pm CDT

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 ☆
Food Service > Reports > Item Summary Report

Purchasable Item Summary Report

Instructions

This is a summary report for all purchasable items. The input date/month must be within the range of calendar year's start date and end date.

Set Up

School Year

Run Report for

District

School

Report Options

Summary Type

Day

Period

Month

Date Type

Transaction Date

Post Date

Day (Required)

Item Summary Report Editor

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 *mmdyy* 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.

Report Example

0347 District Generated on 05/18/2010 03:00:39 PM Page 1 of 3		Monthly Purchasable Item Summary Report for Jan. 10 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		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	Garlic Bread
	Total	61	61	\$61.00	Total
Bread - 1 Slice	T300	2	2	\$0.50	Hamburger
	Total	2	2	\$0.50	Total
Breadstick	T300	203	203	\$81.20	Hot Dog
	Total	203	203	\$81.20	Total
Breakfast Pizza	B300	18	18	\$9.00	Juice
	Total	18	18	\$9.00	B300
					G300
					P300