

Item Summary

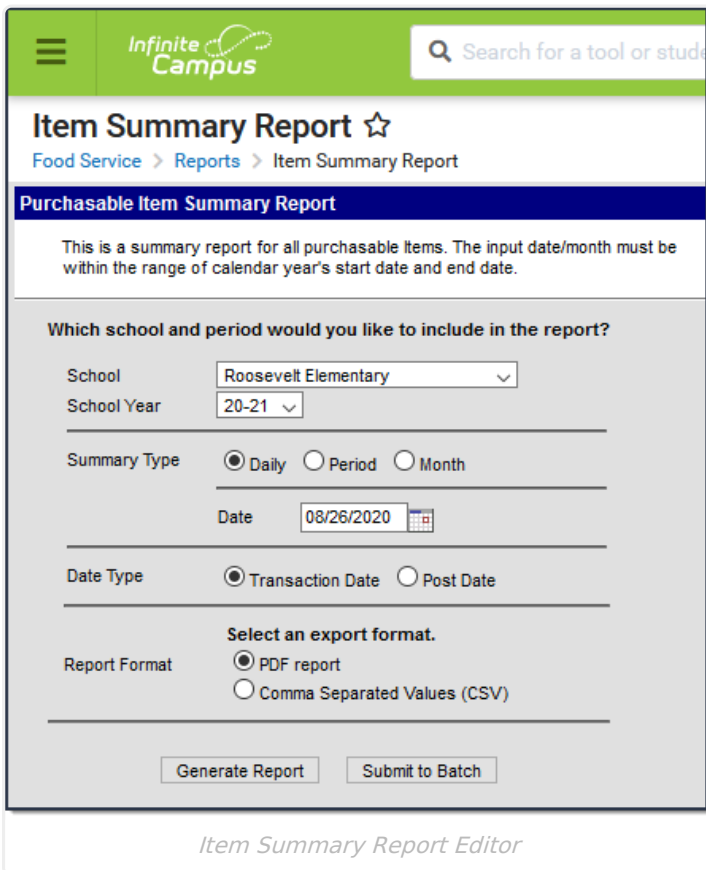
Last Modified on 10/21/2024 8:19 am CDT

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 ☆

Food Service > Reports > Item Summary Report

Purchasable Item Summary Report


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.

Which school and period would you like to include in the report?

School:

School Year:

Summary Type: Daily Period Month

Date: 

Date Type: Transaction Date Post Date

Select an export format.

Report Format: PDF report Comma Separated Values (CSV)

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 *mmdyy* format, or click the calendar icon to select a date. The current

- date will already be entered.
- 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.
 - Select whether the report results should be generated as a **PDF** or **CSV**.
 - 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.

0347 District		Monthly Purchasable Item Summary Report for Jan. 10			
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		1. Ala Carte Purchasable Items: 45 Service: 5			
Quantity: 13541 Charged Quantity: 13541 Total Sales: \$12,026.25		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

Example Item Summary Report