

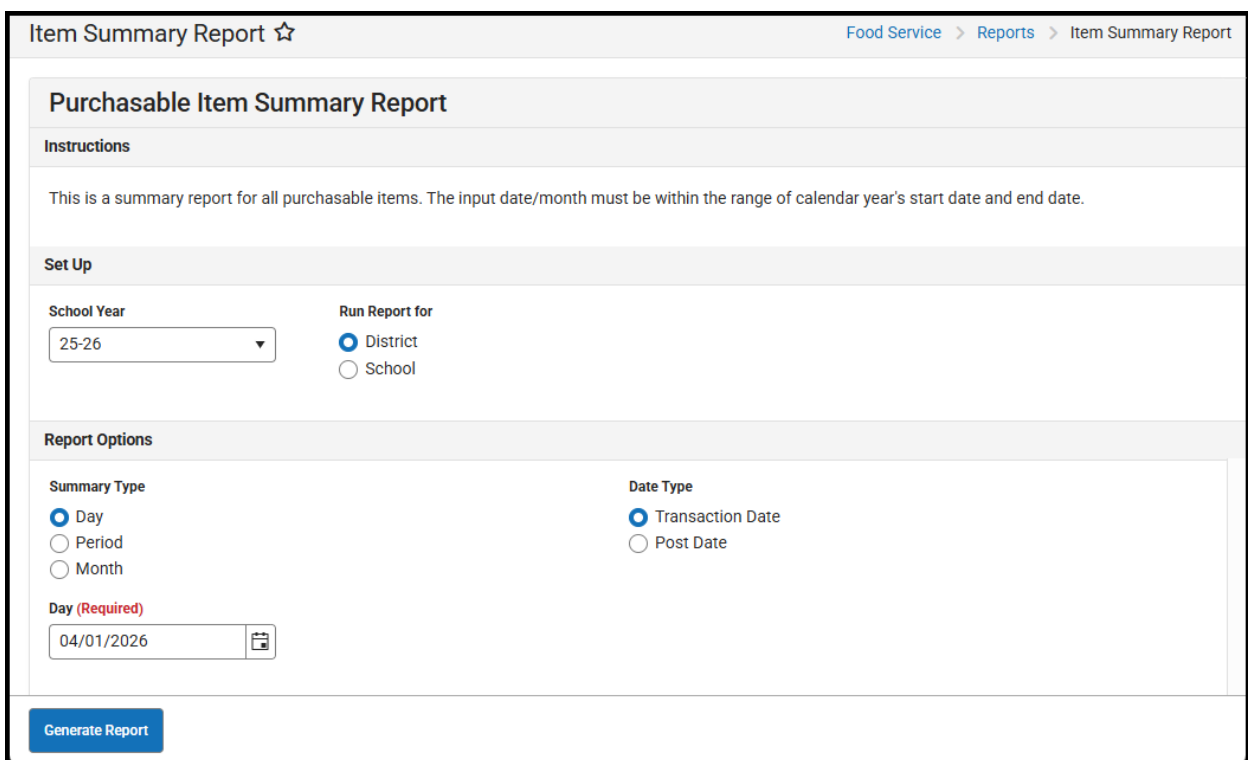
Item Summary

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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.



The screenshot shows the 'Item Summary Report' interface. At the top right, there is a breadcrumb trail: 'Food Service > Reports > Item Summary Report'. The main heading is 'Purchasable Item Summary Report'. Below this is an 'Instructions' section stating: '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.' The 'Set Up' section contains a 'School Year' dropdown menu set to '25-26' and a 'Run Report for' section with radio buttons for 'District' (selected) and 'School'. The 'Report Options' section includes 'Summary Type' with radio buttons for 'Day' (selected), 'Period', and 'Month', and 'Date Type' with radio buttons for 'Transaction Date' (selected) and 'Post Date'. A 'Day (Required)' field contains '04/01/2026' with a calendar icon. At the bottom left, there is a blue 'Generate Report' button.

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.
