

Item Summary

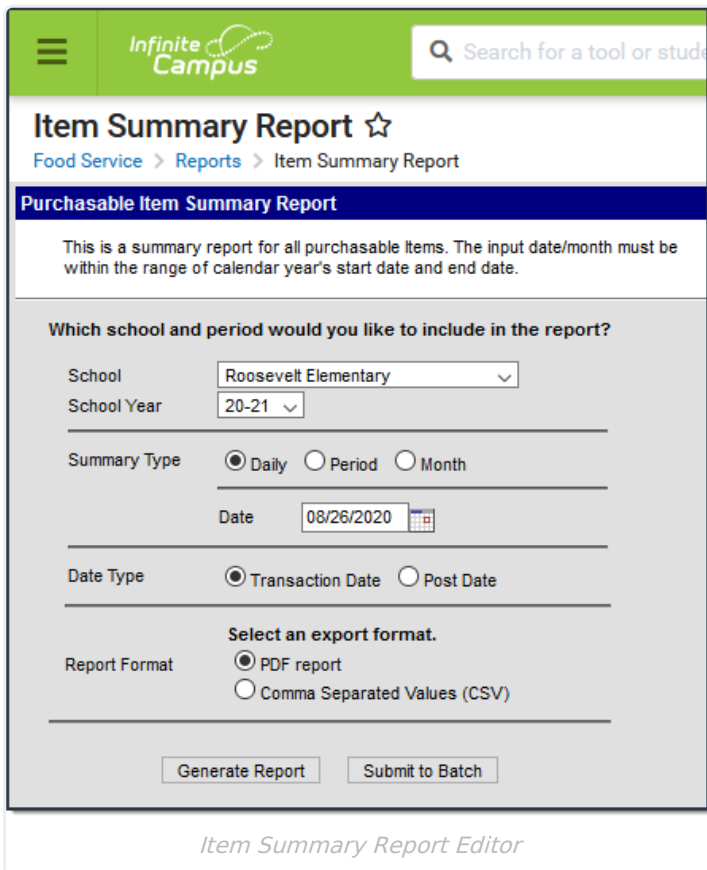
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[Generating the Report](#)

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.



The screenshot shows the 'Item Summary Report' editor interface. At the top, there's a green header with the 'Infinite Campus' logo and a search bar. Below the header, the title 'Item Summary Report' is followed by a star icon and a breadcrumb trail: 'Food Service > Reports > Item Summary Report'. A blue bar indicates the report type: 'Purchasable Item Summary Report'. A note states: '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 main section is titled 'Which school and period would you like to include in the report?'. It contains several form fields: 'School' (dropdown menu showing 'Roosevelt Elementary'), 'School Year' (dropdown menu showing '20-21'), 'Summary Type' (radio buttons for 'Daily' (selected), 'Period', and 'Month'), 'Date' (text input showing '08/26/2020' with a calendar icon), 'Date Type' (radio buttons for 'Transaction Date' (selected) and 'Post Date'), and 'Report Format' (radio buttons for 'PDF report' (selected) and 'Comma Separated Values (CSV)'). At the bottom, there are two buttons: 'Generate Report' and 'Submit to Batch'. The footer of the form area says '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 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.

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 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	Purchasable Item	Service	Quantity	Charged Quantity	Total Sales
Bagel	B300	61	61	\$61.00	Garlic Bread	P300	1	1	\$0.40
	Total	61	61	\$61.00		Total	1	1	\$0.40
Bread - 1 Slice	T300	2	2	\$0.50	Hamburger	G300	29	29	\$43.50
	Total	2	2	\$0.50		Total	29	29	\$43.50
Breadstick	T300	203	203	\$81.20	Hot Dog	G300	4	4	\$6.00
	Total	203	203	\$81.20		Total	4	4	\$6.00
Breakfast Pizza	B300	18	18	\$9.00	Juice	B300	117	117	\$35.10
	Total	18	18	\$9.00		G300	9	9	\$2.70
						P300	17	17	\$5.10

Example Item Summary Report