Orders Report

Last Modified on 08/17/2026 9:09 am CDT

Tool Search: Orders

This report provides detailed information about purchases made in the School Store.

The School you select is the school from which the pre-order was placed and not necessarily the school where a student is enrolled.

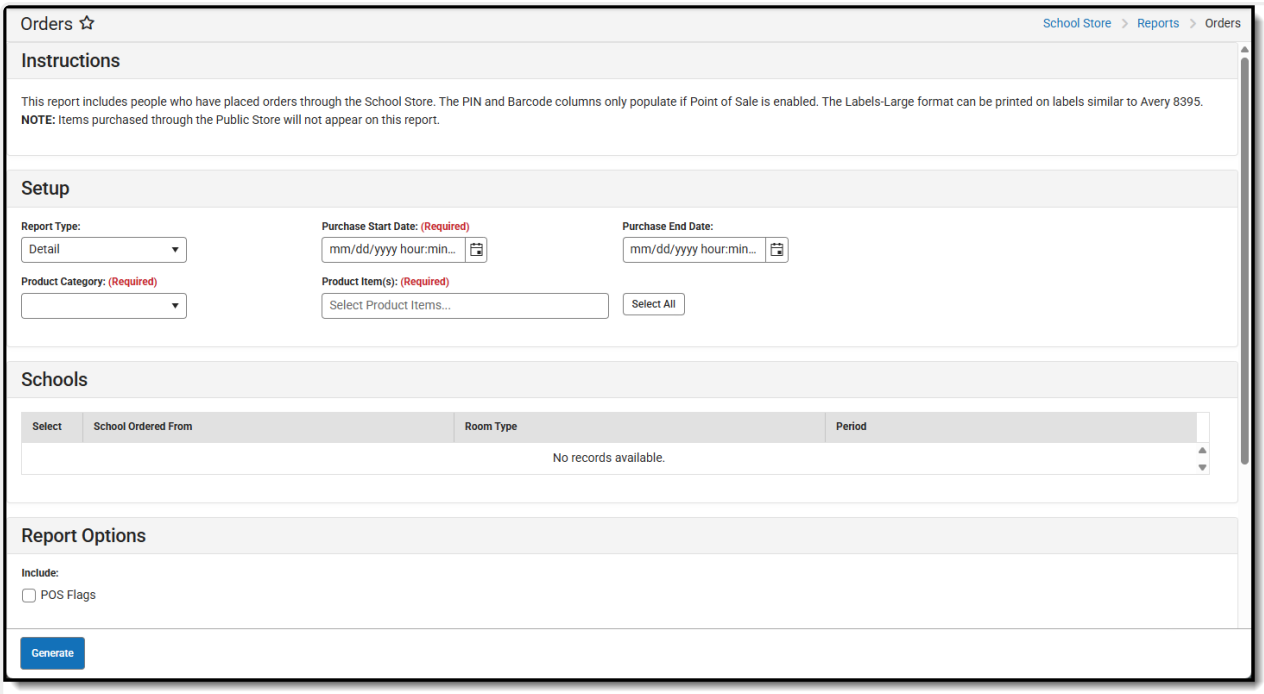
The Orders Report does **NOT** include Public Store purchases.

What can I do?	What do I need to know?
• Generate the Report • Create a Barcode List	• Report Editor Field Descriptions • Example Detail Report • Example Labels - Large Report • Example PDF Report • Report Layout

See the School Store Reports Tool Rights article for information on available rights.

Generate the Report

To create the report, use the Field Descriptions found in this article to select the report options then click the **Generate** button.



Example Orders Report Editor

Report Editor Field Descriptions

Field	Descriptions
Setup	
Report Type	**Detail** is the only option available at this time.
Purchase Start Date	The first date on which you want to report. The report returns purchases made on this date through the entered End Date. *This is a required field.*
Purchase End Date	The last date on which you want to report. The report returns purchases made on the Start Date through the End Date entered here.
Product Category	The category defined in the School Store Administration. *This is a required field.* Schools using this category automatically display in the **Schools** section of the editor. If you have removed a school from a Category, you will not be able to use the Orders Report for purchases made for that combination of Category and School.
Product Item(s)	The item defined in the School Store Inventory. Only items assigned to the selected Category display. *This is a required field.*
Schools	

Field	Descriptions
Select	All checkboxes are selected by default. Clear the checkbox next to the school(s) you want to exclude from the report.
School Ordered From	The school from which the purchase was made. This is not necessarily the school where a student is enrolled.
Room Type	Select one of the following options. This option does NOT filter the data. It only indicates which room data displays on the report. • **Homeroom** • **Period with Lunch Minutes** If you select the **Period with Lunch Minutes** option, the report will include the room the student is in during the selected period. The period reports as of the day you print the report. If the student's location will change based on the day, the report must be printed ON the serving day to get the correct period information**.**
Period	Select the Period to include in the report. This option is only available if you selected *Period* in the **Room Type** field.
Report Options	
Include	**POS Flags** - When this checkbox is marked, an additional column called **POS Flag** is included in the report. This column displays the User Warning and the Flag name that appear on the Point of Sale terminal. If the User Warning is not entered, the column reports the Flag name and null; e.g., "User Warning on Student Record (POS display flag);null." This option only displays if you have tool rights to the *Display POS Flag* tool rights under the School Store Order report.
Format Options	
Group By	This option allows you to to arrange the data in the report by one of the following options. Orders within each option are grouped by student name. • School • School/Room Number • School/Item • Customer

Field	Descriptions
Format	

Option	Description
CSV	The CSV format and includes the information found in the Report Layout section. After the you generate the Detail report, you can create a barcode list that can be read with a 1D or 2D barcode scanner.
Labels-Large	The **Labels - Large** report displays in PDF format. You can use this format to create labels for boxed/bagged food. This report is designed to be printed on Avery 8395 Adhesive Name Badges. Eight labels print on each page. **Tip** For the order to print on a label without being cut short, limit the Product Name and attributes in the School Store to 31 characters. If this information is too long to fit on one line, the information is truncated and followed by an ellipsis. 
PDF	The PDF version of the report includes order information grouped according to your selection in the **Group By** field. If your district uses Point of Sale, the PDF report also includes the student's PIN and barcode if there is an account PIN on the student's record.

Field	Descriptions

Example Detail Report

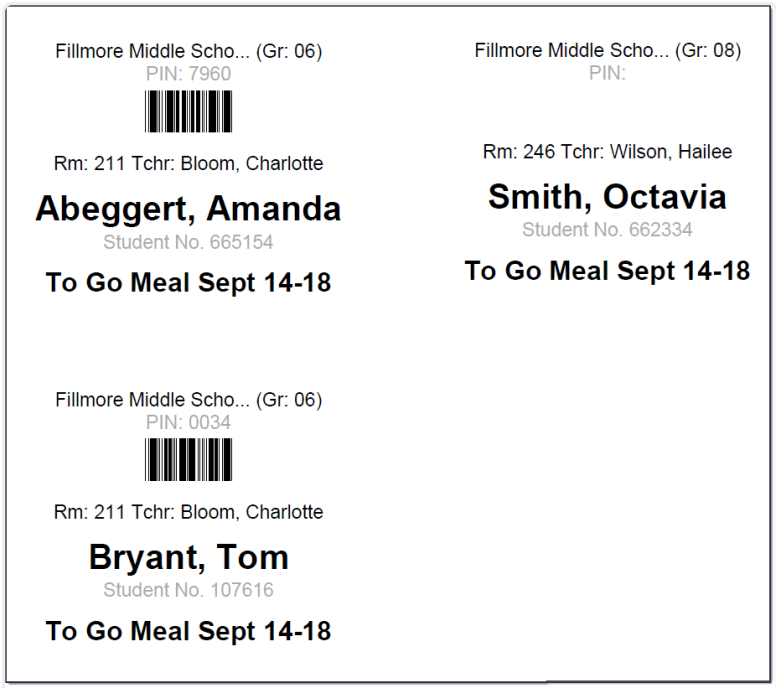
	A	B	C	D	E	F	G	H	I	
1	School Ordered From	Room	Period or Teacher	Student Number	Person ID	Grade	Student Name	Item	POS Flag Count	POS Flag User Warning
2	Arnold Elementary	2AWest	Smith, Tony	10891	10947	1	Frederickson, Karen	Monday Lunch - Meat - No		
3	Arnold Elementary	2AWest	Smith, Tony	10891	10947	1	Frederickson, Karen	Monday Lunch - Veg - No		
4	Arnold Elementary	2AWest	Smith, Tony	120050009	46832	1	Wagner, Alex J	Monday Lunch - Meat - Yes		
5	Arnold Elementary	2AWest	Smith, Tony	140050045	58028	1	Wagner, Sara R	Monday Lunch - Veg - Yes		
6	Kennedy Elementary	114P	Brown, Ann	171090084	64089	2	Anderson, Ivy S	Monday Lunch - Meat - No	2	Peanut Allergy;Lactose Free
7	Kennedy Elementary	114P	Brown, Ann	171090084	64089	2	Anderson, Ivy S	Monday Lunch - Veg - Yes	2	Peanut Allergy; Lactose Free
8	Kennedy Elementary	114P	Brown, Ann	201090054	64090	2	Anderson, Monica S	Monday Lunch - Veg - No		
9	Kennedy Elementary	114P	Brown, Ann	185010004	64088	2	Anderson, Maggie S	Monday Lunch - Meat - Yes	1	Fish/Shrimp Allergy
10	Kennedy Elementary	114P	Brown, Ann	185010004	64088	2	Anderson, Maggie S	Monday Lunch - Meat with ver	1	Fish/Shrimp Allergy
11	Kennedy Elementary	114P	Brown, Ann	195010038	69988	2	Wagner, Janet J	Monday Lunch - Veg - Yes		
12	Kennedy Elementary	114P	Brown, Ann	195010038	69988	2	Wagner, Janet J	Monday Lunch - Veg - No		
13	Kennedy Elementary	114P	Brown, Ann	120050009	46832	2	Wagner, Alex J	Monday Lunch - Meat - No		
14	Roosevelt Elementary	105	Walker, Joan	181100031	67567	3	*Morales, David	Monday Lunch - Meat with ver	1	Allergy to Peanuts/Nuts, Peanut E
15	Roosevelt Elementary	105	Walker, Joan	151090082	61304	3	*Morales, Sam	Monday Lunch - Meat with very long name what will the report do - Yes		
16	Roosevelt Elementary	105	Walker, Joan	170010030	56218	3	*Sanchez, Hanna	Monday Lunch - Veg - Yes		
17	Roosevelt Elementary	105	Walker, Joan	140010116	52735	3	*Sanchez, Danika	Monday Lunch - Veg - Yes		
18	Middle School			120050009	46832		Wagner, Alex J	Monday Lunch - Veg - Yes		
19	Senior High	216	Anders, Hanna	1010700019	48921	10	*Fernandez, Mario	Monday Lunch - Veg - No	2	Peanut Allergy; Lactose Free
20	Senior High	216	Anders, Hanna	80050057	45411	11	*Peters, Susie	Monday Lunch - Veg - Yes		
21	Senior High	216	Anders, Hanna	173010046	64684	10	*Peters, Fran B	Monday Lunch - Meat - No	1	Fish/Shrimp Allergy
22	Senior High	216	Anders, Hanna	183010051	67828	10	*Peters, Sebastion	Monday Lunch - Veg - Yes	1	Fish/Shrimp Allergy
23	Senior High	216	Anders, Hanna	85010015	47320	12	*Swenson, Kathy	Monday Lunch - Meat with ver	2	Peanut Allergy; Lactose Free
24	Senior High	216	Anders, Hanna	85010015	47320	12	*Swenson, Kathy	Monday Lunch - Veg - Yes	2	Peanut Allergy; Lactose Free
25										
26							TOTAL	23		

Example CSV Report

Example Labels - Large Report

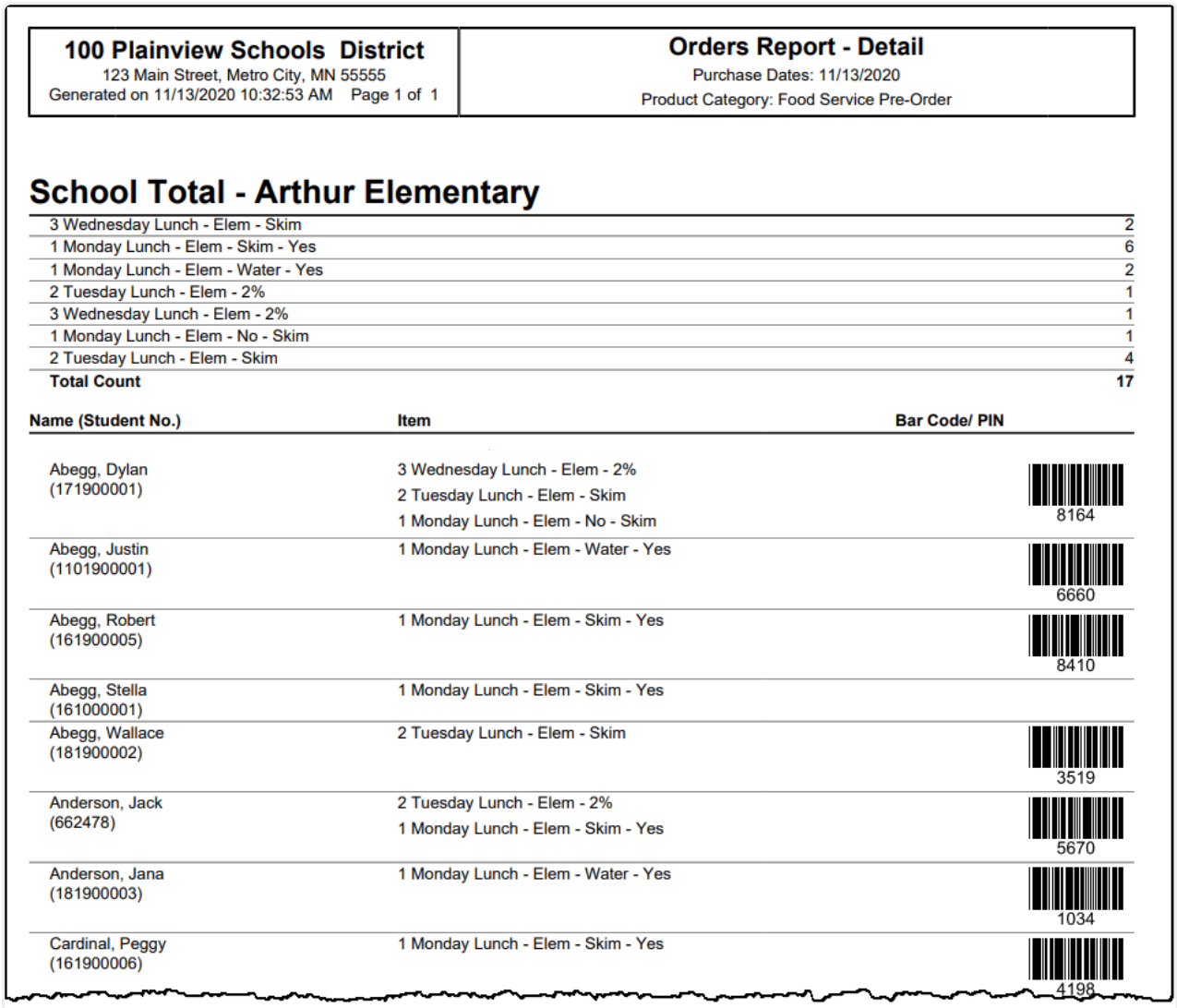
Note

The Barcode is blank if the student does not have a PIN or if Point of Sale is not enabled. In the following example, the student on the right does not have a PIN.



Example Labels

Example PDF Report



100 Plainview Schools District
123 Main Street, Metro City, MN 55555
Generated on 11/13/2020 10:32:53 AM Page 1 of 1

Orders Report - Detail
Purchase Dates: 11/13/2020
Product Category: Food Service Pre-Order

School Total - Arthur Elementary

3 Wednesday Lunch - Elem - Skim	2
1 Monday Lunch - Elem - Skim - Yes	6
1 Monday Lunch - Elem - Water - Yes	2
2 Tuesday Lunch - Elem - 2%	1
3 Wednesday Lunch - Elem - 2%	1
1 Monday Lunch - Elem - No - Skim	1
2 Tuesday Lunch - Elem - Skim	4
Total Count	**17**

Name (Student No.)	Item	Bar Code/ PIN
Abegg, Dylan (171900001)	3 Wednesday Lunch - Elem - 2% 2 Tuesday Lunch - Elem - Skim 1 Monday Lunch - Elem - No - Skim	8164
Abegg, Justin (1101900001)	1 Monday Lunch - Elem - Water - Yes	6660
Abegg, Robert (161900005)	1 Monday Lunch - Elem - Skim - Yes	8410
Abegg, Stella (161000001)	1 Monday Lunch - Elem - Skim - Yes	
Abegg, Wallace (181900002)	2 Tuesday Lunch - Elem - Skim	3519
Anderson, Jack (662478)	2 Tuesday Lunch - Elem - 2% 1 Monday Lunch - Elem - Skim - Yes	5670
Anderson, Jana (181900003)	1 Monday Lunch - Elem - Water - Yes	1034
Cardinal, Peggy (161900006)	1 Monday Lunch - Elem - Skim - Yes	4198

Example PDF Report

Report Layout

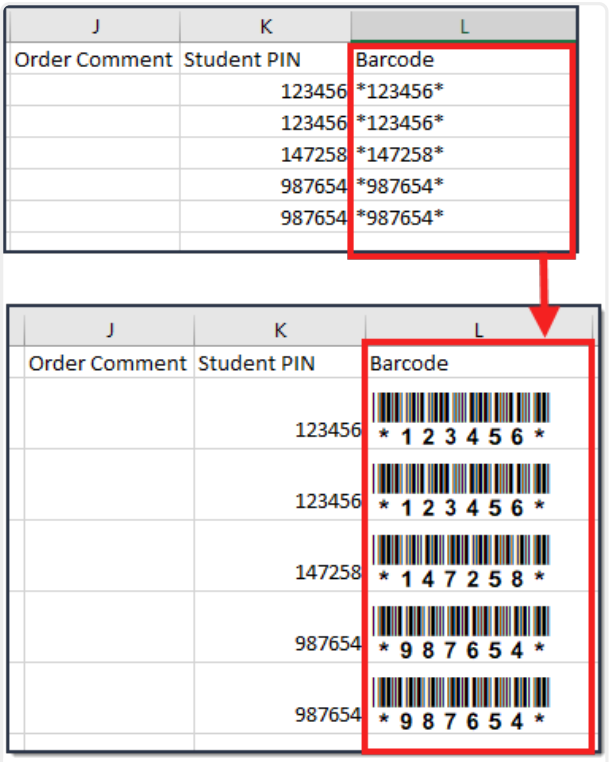
Column	Description
School Ordered From	The school from which the pre-order was placed. If the purchase • was made at an event, • the purchase was recorded using the Campus Mobile Payments app, • AND a student number was entered for the item purchased, then the school assigned to the event displays in the report.
Room	The student's homeroom number.
Period or Teacher	The student's homeroom teacher or the period with lunch minutes.

Column	Description
Student Number	The unique student number assigned and maintained by the school district.
Person ID	The Campus assigned person ID for the student.
Grade	The grade in which the student is currently enrolled.
Student Name	The student's full name.
Item	The specific meal or Ala carte item that was purchased. For the order to print on a label without being cut short, limit the Product Name and attributes in the School Store to 31 characters. If this information is too long to fit on one line, the information is truncated and followed by an ellipsis. 
POS Flag Count	The report only includes this column if the POS Flag checkbox is selected on the report editor. This column displays the total number of POS flags active on the day the report is printed.
POS Flag User Warning	The report only includes this column if the POS Flag checkbox is selected on the report editor. This column displays the User Warnings; e.g., "No tree nuts; severe dairy allergy", that are marked as a POS Flag and are also active on the day the report is printed. Multiple user warnings are combined into one string and separated by a semi-colon (;). If there is not a User Warning, the column does not report.
Order Comment	Any information the customer added to their purchase before they checked out.

Column	Description
Customer Name	The name of the person who made the purchase. If the payment was recorded using the Campus Mobile Payments app, this is the name from the credit card when it was swiped.
Student PIN	The student's Point of Sale Account PIN. If Point of Sale is not enabled, this column is blank.
Barcode	Currently, the CSV file displays the student's Point of Sale Account PIN in this column. You can use this column to create a scannable barcode list in the CSV file. If Point of Sale is not enabled, the Barcode is blank.
Purchase Start Date	The date selected on the report editor. The report returns purchases made on this date through the Purchase End Date entered on the report editor.
Purchase End Date	The date selected on the report editor. The last date on which purchases were made. The report returns purchases made on the Purchase Start Date through the Purchase End Date.
Product Category	The Product Category selected on the report editor. The Category is defined in the School Store Inventory.
Total	**Item** - The total number of meals and ala carte items.

Create a Barcode List

After the you generate the CSV Detail report, you can create a barcode list that can be read with a 1D or 2D barcode scanner. To create the barcode list, select the **Barcode** column and change the font to the standard Code 39 font. If you do not have this font installed, you will first need to download and install the font from a trusted source. You must also keep the * (asterisk) before and after the PIN number and make sure the barcode is not bold.



J	K	L
Order Comment	Student PIN	Barcode
	123456	*123456*
	123456	*123456*
	147258	*147258*
	987654	*987654*
	987654	*987654*

J	K	L
Order Comment	Student PIN	Barcode
	123456	*123456*
	123456	*123456*
	147258	*147258*
	987654	*987654*
	987654	*987654*

Example Barcodes