

Orders Report

Last Modified on 10/21/2024 8:20 am CDT

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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.

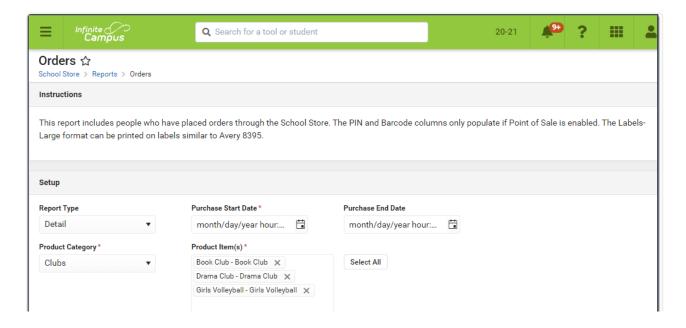


The Orders Report does **NOT** include **Public Store** purchases.

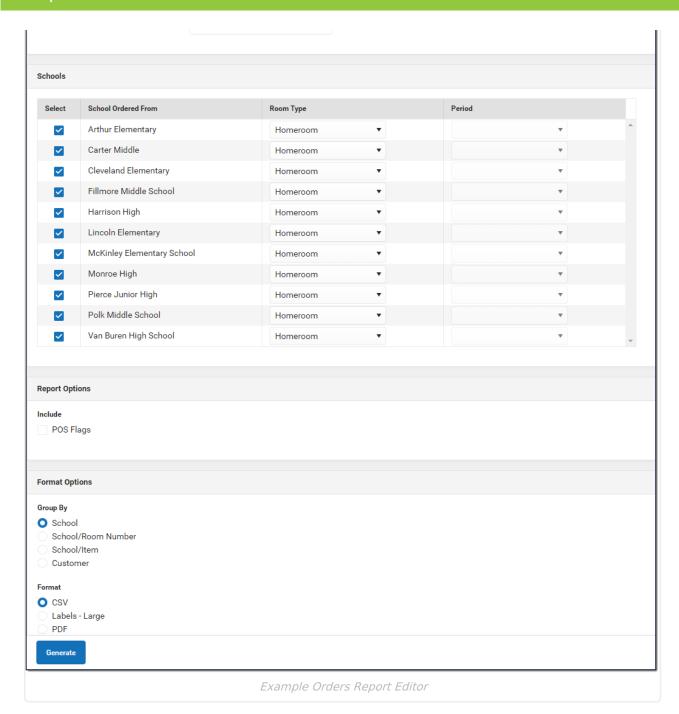
What can I do?	What do I need to know?
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Generate the Report

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







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. <i>This is a required field.</i>



Field	Descriptions
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. <i>This is a required field.</i> 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. <i>This is a required field.</i>
Schools	
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 <i>Period</i> 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.



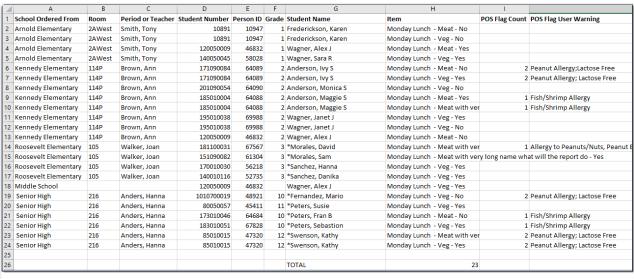
Field	Description	s	
Format Options			
Group By	following opt name. • School • School/I • School/I		
Format	Option	Description	
	CSV	The CSV format and includes the information found in the Report Layout section. After the you generate the Detail report, you can create a barcode list that can be read with a 1D or 2D barcode scanner.	



Field	D@ptript ions	Description
	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.
		Fillmore Middle Scho (Gr: 06) PIN: 0227 Rm: Tchr:
		Allen, Benjamin Student No. 622539 To Go Meal Sept 14-18 with Milk
	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.



Example Detail Report

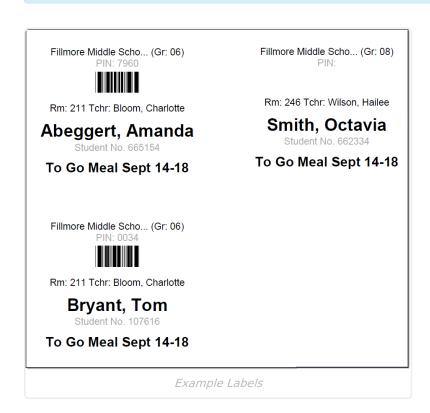


Example CSV Report

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 PDF Report

100 Plainview School 123 Main Street, Metro City	, MN 55555	Orders Report - Detail Purchase Dates: 11/13/2020	
Generated on 11/13/2020 10:32:53	FAM Page 1 of 1	Product Category: Food Service Pre-Ord	der
School Total - Art	hur Elementary	,	
3 Wednesday Lunch - Elem - Skim			
1 Monday Lunch - Elem - Skim - Ye			(
1 Monday Lunch - Elem - Water - Y	/es		
2 Tuesday Lunch - Elem - 2%			
3 Wednesday Lunch - Elem - 2%			•
1 Monday Lunch - Elem - No - Skir	n		
2 Tuesday Lunch - Elem - Skim			
Total Count			17
ame (Student No.)	Item	Bar C	Code/ PIN
Abegg, Dylan	3 Wednesday Lund	h - Elem - 2%	
(171900001)	•		
	2 Tuesday Lunch - Elem - Skim 1 Monday Lunch - Elem - No - Skim		8164
Abegg, Justin	1 Monday Lunch - I		
(1101900001)	i Moriday Editori - I	Elelli - Walei - Tes	6660
Abegg, Robert (161900005)	1 Monday Lunch - I	Elem - Skim - Yes	8410
Abegg, Stella (161000001)	1 Monday Lunch - I	Elem - Skim - Yes	0410
Abegg, Wallace (181900002)	2 Tuesday Lunch -	Elem - Skim	3519
Anderson, Jack	2 Tuesday Lunch - Elem - 2%		
(662478)	1 Monday Lunch - I	Elem - Skim - Yes	5670
Anderson, Jana (181900003)	1 Monday Lunch - I	Elem - Water - Yes	1034
Cardinal, Peggy (161900006)	1 Monday Lunch - I	Elem - Skim - Yes	

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.



Column	Description
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Period or Teacher	The student's homeroom teacher or the period with lunch minutes.	
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. Fillmore Middle Scho (Gr: 06) PIN: 0227 Rm: Tchr: Allen, Benjamin Student No. 622539 To Go Meal Sept 14-18 with Milk	
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.	

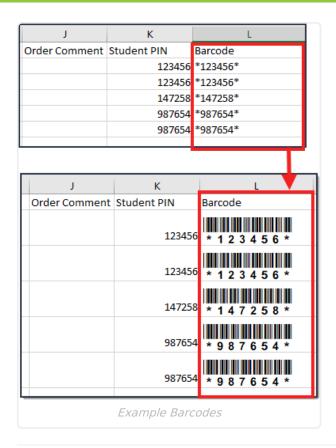


Column	Description
Customer Name	The name of the person who made the purchase. If the payment was recorded using the Campus Mobile Payments app, this is the name from the credit card when it was swiped.
Student PIN	The student's Point of Sale Account PIN. If Point of Sale is not enabled, this column 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.





Previous Version

Orders Report [.2211 - .2247]