

School Store Summary Report

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

Generate the Daily School Store Summary Report | Example Daily School Store Summary Report | Summary Report Column Descriptions

Tool Search: Summary

This report provides a summary of the items that were purchased on a specific day and is useful if you would like to send this information via email to specific staff members. The email message can be set up in the School Store Notifications tool.

The Summary Report does not include any refunds made, only purchases.

What can I do?	What do I need to know?
Generate the Daily Summary Report	 Example Daily School Store Summary Report Summary Report Column Descriptions

Summary ☆	School Store > Reports > Summary	
Timing		
 Daily * Purchase Date 		
3/24/2022		
Generate		
Example Summary Report Editor		

Generate the Daily School Store Summary Report

- Select the School in the Context Menu.
 Tip: Selecting *All Schools* in the School dropdown list returns purchases for the entire district.
- 2. Select the Purchase Date
- Click the Generate button.
 Result: A summary of the items that were purchased on the selected date display in a PDF

Example Daily School Store Summary Report

2021-2022 Harrison High 4321 Arlington Ave, St Paul, MN 55 Generated on 12/07/2021 12:35 PM	5555 Page 1	Daily School Store Summary	
Purchase Date: 11/30/2021			
Product Item	Recipie	nt	Quantity
FUN Run - L - pink	Beacon, Jenny		
FUN Run - M - pink	un - M - pink Daniels, Becky		
JN Run - M - pink Guest			1
FUN Run - S - pink	FUN Run - S - pink T Patton, Arnold		
FUN Run - S - pink	Patrick,	Peter	1
FUN Run - S - pink	Guy, Gr	egory	1
FUN RUN - XS - pink	Patton,	Myra	1
FUN KUN - XS - PINK	Blanca,	whitey	1
001 Plainview Schoo District	1	Daily School Store Summary	
001 Plainview Schoo District 1234 Elementary Ln, St Paul, MN 55 Generated on 12/07/2021 12:35 PM F	555 Page 1	Daily School Store Summary	
001 Plainview Schoo District 1234 Elementary Ln, St Paul, MN 55 Generated on 12/07/2021 12:35 PM F Purchase Date: 11/30/2021	555 Page 1	Daily School Store Summary	Quantity
001 Plainview Schoo District 1234 Elementary Ln, St Paul, MN 55 Generated on 12/07/2021 12:35 PM F Purchase Date: 11/30/2021 School Jarrison High	555 Page 1 Product Item FUN Run - L - pink	Daily School Store Summary Recipient Beacon. Jenny	Quantity
001 Plainview Schoo District 1234 Elementary Ln, St Paul, MN 55 Generated on 12/07/2021 12:35 PM F Purchase Date: 11/30/2021 ichool larrison High larrison High	555 Page 1 Product Item FUN Run - L - pink FUN Run - M - pink	Daily School Store Summary Recipient Beacon, Jenny Daniels, Becky	Quantity 1
001 Plainview Schoo District 1234 Elementary Ln, St Paul, MN 55 Generated on 12/07/2021 12:35 PM F urchase Date: 11/30/2021 chool larrison High larrison High	555 Page 1 Product Item FUN Run - L - pink FUN Run - M - pink FUN Run - M - pink	Daily School Store Summary <u>Recipient</u> Beacon, Jenny Daniels, Becky Guest	Quantity 1 1
001 Plainview Schoo District 1234 Elementary Ln, St Paul, MN 55 Generated on 12/07/2021 12:35 PM F Purchase Date: 11/30/2021 ichool larrison High larrison High larrison High	555 Page 1 FUN Run - L - pink FUN Run - M - pink FUN Run - M - pink FUN Run - S - pink	Recipient Beacon, Jenny Daniels, Becky Guest Patton, Arnold	Quantity 1 1 1 1
001 Plainview Schoo District 1234 Elementary Ln, St Paul, MN 55 Generated on 12/07/2021 12:35 PM F Purchase Date: 11/30/2021 School larrison High larrison High larrison High larrison High	555 Page 1 FUN Run - L - pink FUN Run - M - pink FUN Run - M - pink FUN Run - S - pink FUN Run - S - pink FUN Run - S - pink	Recipient Beacon, Jenny Daniels, Becky Guest Patton, Arnold Patrick, Peter	Quantity 1 1 1 1 1 1
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001 Plainview Schoo District 1234 Elementary Ln, St Paul, MN 55 Generated on 12/07/2021 12:35 PM F Purchase Date: 11/30/2021 Aurichase Date: 11/30/2021 Aurison High Iarrison High Iarrison High Iarrison High Iarrison High Iarrison High	555 Page 1 FUN Run - L - pink FUN Run - M - pink FUN Run - M - pink FUN Run - S - pink FUN Run - XS - pink FUN Run - XS - pink	Recipient Beacon, Jenny Daniels, Becky Guest Patton, Arnold Patrick, Peter Guy, Gregory Patlon, Myra Blanca, Whitey	Quantity 1 1 1 1 1 1 1 1 1 1 1
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001 Plainview Schoo District 1234 Elementary Ln, St Paul, MN 55 Generated on 12/07/2021 12:35 PM F Purchase Date: 11/30/2021 Chool larrison High larrison High	555 Page 1 FUN Run - L - pink FUN Run - M - pink FUN Run - M - pink FUN Run - S - pink Pencils - 12 Pencils - 12 Pencils - 12 Pencils - 12	Recipient Beacon, Jenny Daniels, Becky Guest Patton, Arnold Patrick, Peter Guy, Gregory Patton, Myra Blanca, Whitey Sanders, Sondra Lemon, Elizabeth Christian, Christoff	Quantity 1 1 1 1 1 1 1 1 1 1 1 2 1 1 1 1 1 1 1
001 Plainview Schoo District 1234 Elementary Ln, St Paul, MN 55 Generated on 12/07/2021 12:35 PM F Purchase Date: 11/30/2021 School Iarrison High Iarrison High Ionroe Elementary Ionroe Elementary Ionroe Elementary	555 Page 1 FUN Run - L - pink FUN Run - M - pink FUN Run - M - pink FUN Run - S - pink Pencils - 12 Pencils - 12 Pencils - 12 Pencils - 24 Pencils - 24	Recipient Beacon, Jenny Daniels, Becky Guest Patton, Arnold Patrick, Peter Guy, Gregory Patton, Myra Blanca, Whitey Sanders, Sondra Lemon, Elizabeth Christian, Christoff Romero. Ari	Quantity 1 1 1 1 1 1 1 1 1 1 1 2 1 1 10 10
001 Plainview Schoo District 1234 Elementary Ln, St Paul, MN 55 Generated on 12/07/2021 12:35 PM F Purchase Date: 11/30/2021 Chool Iarrison High Iarrison High Ionroe Elementary Ionroe Elementary Ionroe Elementary Ionroe Elementary	555 Page 1 FUN Run - L - pink FUN Run - M - pink FUN Run - M - pink FUN Run - S - pink FUN Run - XS - pink Pencils - 12 Pencils - 12 Pencils - 12 Pencils - 24 Pencils - 24 Pencils - 24	Recipient Beacon, Jenny Daniels, Becky Guest Patton, Arnold Patrick, Peter Guy, Gregory Patton, Myra Blanca, Whitey Sanders, Sondra Lemon, Elizabeth Christian, Christoff Romero, Ari Romero, Michaela	Quantity 1 1 1 1 1 1 1 1 1 1 1 1 2 1 1 10 10 1 1 1 1
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001 Plainview Schoo District 1234 Elementary Ln, St Paul, MN 55 Generated on 12/07/2021 12:35 PM F Purchase Date: 11/30/2021 School larrison High larrison Elementary Monroe Elementary	555 Page 1 FUN Run - L - pink FUN Run - M - pink FUN Run - M - pink FUN Run - S - pink FUN Run - XS - pink FUN Run - XS - pink Pencils - 12 Pencils - 12 Pencils - 12 Pencils - 24 Pencils - 24 <tr< td=""><td>Recipient Beacon, Jenny Daniels, Becky Guest Patton, Arnold Patrick, Peter Guy, Gregory Patton, Myra Blanca, Whitey Sanders, Sondra Lemon, Elizabeth Christian, Christoff Romero, Ari Romero, Michaela Huff, Rolf Indigo, Ingrid Fisher, Catherine Fields, Theresa</td><td>Quantity 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1</td></tr<>	Recipient Beacon, Jenny Daniels, Becky Guest Patton, Arnold Patrick, Peter Guy, Gregory Patton, Myra Blanca, Whitey Sanders, Sondra Lemon, Elizabeth Christian, Christoff Romero, Ari Romero, Michaela Huff, Rolf Indigo, Ingrid Fisher, Catherine Fields, Theresa	Quantity 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1

Example of Summary Report for All Schools

Summary Report Column Descriptions

Column

Description

School	School will be displayed if All Schools is selected in the Context Switcher. If the item was purchased and paid through the Campus Mobile Payments app, the school assigned to the event will display.
Product Item	The name of the purchased item.
Recipient	 The person who is receiving the product items. This can be a student, parent, or staff member. If the item was purchased at an event and was paid through the Campus Mobile Payments app, and a student number was entered at the time of purchase, then the student's name appears as the Recipient.
Quantity	The number of product items purchased.

Previous Versions

School Store Summary Report [.2215 - .2247]