School Store Summary Report

Last Modified on 08/17/2026 9:14 am CDT

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

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

Example Summary Report Editor

Generate the Daily School Store Summary Report

1. 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**
3. Click the **Generate** button.
   Result: A summary of the items that were purchased on the selected date display in a PDF

file.

Example Daily School Store Summary Report

2021-2022
Harrison High
4321 Arlington Ave, St Paul, MN 55555
Generated on 12/07/2021 12:35 PM Page 1

Daily School Store Summary

Purchase Date: 11/30/2021

Product Item	Recipient	Quantity
FUN Run - L - pink	Beacon, Jenny	1
FUN Run - M - pink	Daniels, Becky	1
FUN Run - M - pink	Guest	1
FUN Run - S - pink	Patton, Arnold	1
FUN Run - S - pink	Patrick, Peter	1
FUN Run - S - pink	Guy, Gregory	1
FUN Run - XS - pink	Patton, Myra	1
FUN Run - XS - pink	Blanca, Whitey	1

Example of Summary Report for a Single School

001 Plainview School District
1234 Elementary Ln, St Paul, MN 55555
Generated on 12/07/2021 12:35 PM Page 1

Daily School Store Summary

Purchase Date: 11/30/2021

School	Product Item	Recipient	Quantity
Harrison High	FUN Run - L - pink	Beacon, Jenny	1
Harrison High	FUN Run - M - pink	Daniels, Becky	1
Harrison High	FUN Run - M - pink	Guest	1
Harrison High	FUN Run - S - pink	Patton, Arnold	1
Harrison High	FUN Run - S - pink	Patrick, Peter	1
Harrison High	FUN Run - S - pink	Guy, Gregory	1
Harrison High	FUN Run - XS - pink	Patton, Myra	1
Harrison High	FUN Run - XS - pink	Blanca, Whitey	1
Monroe Elementary	Pencils - 12	Sanders, Sondra	2
Monroe Elementary	Pencils - 12	Lemon, Elizabeth	1
Monroe Elementary	Pencils - 24	Christian, Christoff	10
Monroe Elementary	Pencils - 24	Romero, Ari	1
Monroe Elementary	Pencils - 24	Romero, Michaela	1
Monroe Elementary	Pencils - 24	Huff, Rolf	2
Monroe Elementary	Pencils - 24	Indigo, Ingrid	1
Monroe Elementary	Pencils - 24	Fisher, Catherine	4
Van Buren High School	FUN Run - M - pink	Fields, Theresa	1
Van Buren High School	Field Trip (VBHS)	Berger, Bobby	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.