

# 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?
<ul style="list-style-type: none"> <li><a href="#">Generate the Daily Summary Report</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Example Daily School Store Summary Report</a></li> <li><a href="#">Summary Report Column Descriptions</a></li> </ul>

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.
  - 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

file.

# Example Daily School Store Summary Report

<b>2021-2022</b> <b>Harrison High</b> 4321 Arlington Ave, St Paul, MN 55555 Generated on 12/07/2021 12:35 PM Page 1	<b>Daily School Store Summary</b>
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**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*

<b>001 Plainview School District</b> 1234 Elementary Ln, St Paul, MN 55555 Generated on 12/07/2021 12:35 PM Page 1	<b>Daily School Store Summary</b>
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**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
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<b>School</b>	<b>School</b> will be displayed if <b>All Schools</b> 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.
<b>Product Item</b>	The name of the purchased item.
<b>Recipient</b>	<p>The person who is receiving the product items. This can be a student, parent, or staff member.</p> <p>If the item was</p> <ul style="list-style-type: none"> <li>• purchased at an event and was paid through the Campus Mobile Payments app,</li> <li>• and a student number was entered at the time of purchase,</li> </ul> <p>then the student's name appears as the <b>Recipient</b>.</p>
<b>Quantity</b>	The number of product items purchased.

## Previous Versions

[School Store Summary Report \[.2215 - .2247\]](#)