

Orders Report [.2211 - .2247]

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Classic View: School Store > Reports > Orders

Search Terms: Orders

This report provides detailed information about purchases made in the School Store. The Orders Report also includes people who have pre-ordered meals through the School Store. This report can be used to facilitate contactless food service. For example, schools could use the report to create a list for distributing meals to classrooms or for creating labels for boxed/bagged food.

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? |
|--|---|
| <ul style="list-style-type: none"> Generate the Report Create a Barcode List | <ul style="list-style-type: none"> Report Editor Field Descriptions Example Detail Report Example Labels - Large Report Example PDF Report Report Layout |

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.

Setup

Report Type

Detail ▼

Purchase Start Date *

month/day/year hour:... 📅

Purchase End Date

month/day/year hour:... 📅

Product Category *

Clubs ▼

Product Item(s) *

Book Club - Book Club ✕

Drama Club - Drama Club ✕

Girls Volleyball - Girls Volleyball ✕

Select All

Schools

| Select | School Ordered From | Room Type | Period |
|-------------------------------------|----------------------------|------------|--------|
| <input checked="" type="checkbox"/> | Arthur Elementary | Homeroom ▼ | ▼ |
| <input checked="" type="checkbox"/> | Carter Middle | Homeroom ▼ | ▼ |
| <input checked="" type="checkbox"/> | Cleveland Elementary | Homeroom ▼ | ▼ |
| <input checked="" type="checkbox"/> | Fillmore Middle School | Homeroom ▼ | ▼ |
| <input checked="" type="checkbox"/> | Harrison High | Homeroom ▼ | ▼ |
| <input checked="" type="checkbox"/> | Lincoln Elementary | Homeroom ▼ | ▼ |
| <input checked="" type="checkbox"/> | McKinley Elementary School | Homeroom ▼ | ▼ |
| <input checked="" type="checkbox"/> | Monroe High | Homeroom ▼ | ▼ |
| <input checked="" type="checkbox"/> | Pierce Junior High | Homeroom ▼ | ▼ |
| <input checked="" type="checkbox"/> | Polk Middle School | Homeroom ▼ | ▼ |
| <input checked="" type="checkbox"/> | Van Buren High School | Homeroom ▼ | ▼ |

Report Options

Include

POS Flags

Format Options

Group By

School

School/Room Number

School/Item

Customer

Format

CSV

Labels - Large

PDF


Generate

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. <i>This is a required field.</i> |
| 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 | <p>The category defined in the School Store Administration. <i>This is a required field.</i></p> <p>Schools using this category automatically display in the Schools section of the editor.</p> <div style="background-color: #fff9c4; padding: 10px; border: 1px solid #ccc;"> <p>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.</p> </div> |
| 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 | <p>Select one of the following options.</p> <p>This option does NOT filter the data. It only indicates which room data displays on the report.</p> <ul style="list-style-type: none"> • Homeroom • Period with Lunch Minutes <p>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.</p> |
| 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 | |

| Field | Descriptions | | | | |
|-----------------------|---|--------|-------------|------------|---|
| Include | <p>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."</p> <p>This option only displays if you have tool rights to the <i>Display POS Flag</i> tool rights under the School Store Order report.</p> | | | | |
| Format Options | | | | | |
| Group By | <p>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.</p> <ul style="list-style-type: none"> • School • School/Room Number • School/Item • Customer | | | | |
| Format | <table border="1" data-bbox="493 987 1420 1267"> <thead> <tr> <th data-bbox="497 994 686 1048">Option</th> <th data-bbox="686 994 1415 1048">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="497 1048 686 1261"> CSV </td> <td data-bbox="686 1048 1415 1261"> <p>The CSV format and includes the information found in the Report Layout section.</p> <p>After the you generate the Detail report, you can create a barcode list that can be read with a 1D or 2D barcode scanner.</p> </td> </tr> </tbody> </table> | Option | Description | CSV | <p>The CSV format and includes the information found in the Report Layout section.</p> <p>After the you generate the Detail report, you can create a barcode list that can be read with a 1D or 2D barcode scanner.</p> |
| Option | Description | | | | |
| CSV | <p>The CSV format and includes the information found in the Report Layout section.</p> <p>After the you generate the Detail report, you can create a barcode list that can be read with a 1D or 2D barcode scanner.</p> | | | | |

| Field | Options | Description |
|-------|----------------------------|--|
| | <p>Labels-Large</p> | <p>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.</p> <div data-bbox="727 495 1402 1189" style="border: 1px solid #ADD8E6; padding: 10px;"> <p>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.</p> <div data-bbox="727 757 1370 1151" style="border: 1px solid black; padding: 10px; text-align: center;"> <p>Fillmore Middle Scho... (Gr: 06) PIN: 0227</p>  <p>Rm: Tchr:</p> <p>Allen, Benjamin Student No. 622539</p> <div style="border: 2px solid red; padding: 2px; display: inline-block;"> <p>To Go Meal Sept 14-18 with Milk...</p> </div> </div> </div> |
| | <p>PDF</p> | <p>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.</p> |

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 B |
| 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, Sebastian | 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.

| | |
|--|---|
| <p>Fillmore Middle Scho... (Gr: 06) PIN: 7960</p> <p>Rm: 211 Tchr: Bloom, Charlotte</p> <p>Abeggert, Amanda Student No. 665154</p> <p>To Go Meal Sept 14-18</p> | <p>Fillmore Middle Scho... (Gr: 08) PIN:</p> <p>Rm: 246 Tchr: Wilson, Hailee</p> <p>Smith, Octavia Student No. 662334</p> <p>To Go Meal Sept 14-18</p> |
| <p>Fillmore Middle Scho... (Gr: 06) PIN: 0034</p> <p>Rm: 211 Tchr: Bloom, Charlotte</p> <p>Bryant, Tom Student No. 107616</p> <p>To Go Meal Sept 14-18</p> | |

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% |  8164 |
| | 2 Tuesday Lunch - Elem - Skim | |
| | 1 Monday Lunch - Elem - No - Skim | |
| 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% |  5670 |
| | 1 Monday Lunch - Elem - Skim - Yes | |
| 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. |
| Homeroom Room # | The student's homeroom number. |
| Homeroom Teacher | The student's homeroom teacher. |
| Student ID | The unique student ID 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. |






| Column | Description |
|----------------------------|---|
| Student Name | The student's full name. |
| Item | <p>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.</p> <div data-bbox="469 526 1123 929" style="border: 1px solid black; padding: 10px; text-align: center;"> <p>Fillmore Middle Scho... (Gr: 06) PIN: 0227  Rm: Tchr: Allen, Benjamin Student No. 622539</p> <div style="border: 2px solid red; padding: 2px; display: inline-block;">To Go Meal Sept 14-18 with Milk...</div> </div> |
| POS Flag | <p>The report only includes this column if the POS Flag checkbox is selected on the report editor.</p> <p>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.</p> |
| Order Comment | Any information the customer added to their purchase before they checked out. |
| Student PIN | The student's Point of Sale Account PIN . If Point of Sale is not enabled, this column is blank. |
| Barcode | <p>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.</p> <p>If Point of Sale is not enabled, the Barcode is blank.</p> |
| Purchase Start Date | <p>The date selected on the report editor.</p> <p>The report returns purchases made on this date through the Purchase End Date entered on the report editor.</p> |
| Purchase End Date | <p>The date selected on the report editor.</p> <p>The last date on which purchases were made. The report returns purchases made on the Purchase Start Date through the Purchase End Date.</p> |
| Product Category | <p>The Product Category selected on the report editor.</p> <p>The Category is defined in the School Store Inventory.</p> |

| Column | Description |
|--------------|--|
| 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 |  * 1 2 3 4 5 6 * |
| | 123456 |  * 1 2 3 4 5 6 * |
| | 147258 |  * 1 4 7 2 5 8 * |
| | 987654 |  * 9 8 7 6 5 4 * |
| | 987654 |  * 9 8 7 6 5 4 * |

Example Barcodes