

#### Orders Report [.2211 - .2247]

Last Modified on 07/15/2024 1:38 pm CDT

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Classic View: School Store > Reports > Orders

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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.

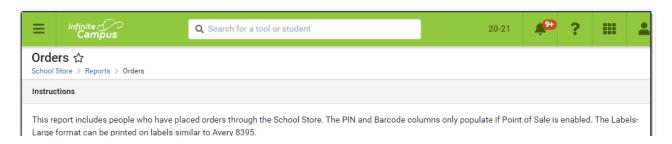


The Orders Report does **NOT** include **Public Store** purchases.

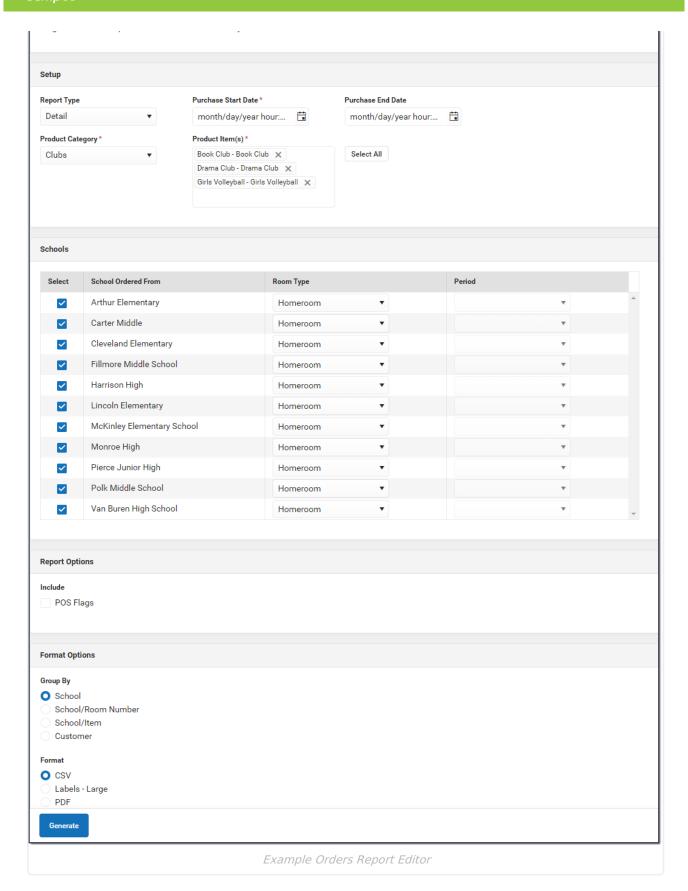
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#### **Generate the Report**

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	<b>Detail</b> 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	The category defined in the School Store Administration. <i>This is a required field.</i> Schools using this category automatically display in the <b>Schools</b> 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 <b>Period with Lunch Minutes</b> 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 <b>Room Type</b> field.
Report Options	



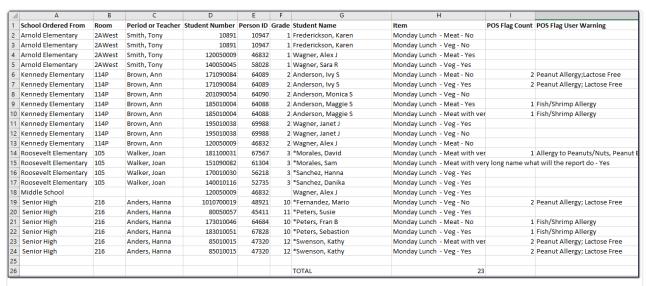
Field	Descriptions	5
Include	POS Flags - When this checkbox is marked, an additional column called POS Flag is included in the report. This column displays the User Warning and the Flag name that appear on the Point of Sale terminal. If the User Warning is not entered, the column reports the Flag name and null; e.g., "User Warning on Student Record (POS display flag);null."  This option only displays if you have tool rights to the <i>Display POS Flag</i> tool rights under the School Store Order report.	
Format Options		
Group By	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.  • School  • School/Room Number  • School/Item  • Customer	
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	<b>D@ptropt</b> ions	Description
	Labels- Large	The <b>Labels - Large</b> 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 <b>Group By</b> 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**



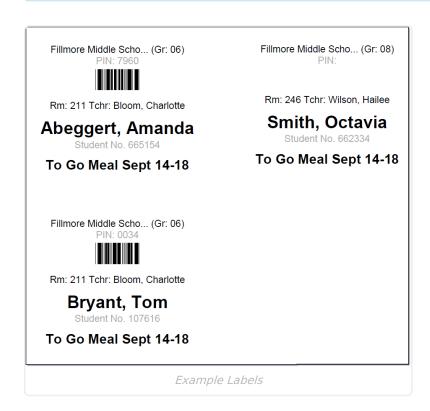


Example CSV Report

#### **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	ols District	Orders Report - Deta	il
123 Main Street, Metro City, MN 55555 Generated on 11/13/2020 10:32:53 AM Page 1 of 1		Purchase Dates: 11/13/2020 Product Category: Food Service Pre-Order	
3 Wednesday Lunch - Elem - Skim 1 Monday Lunch - Elem - Skim - Y			
1 Monday Lunch - Elem - Water - '			
2 Tuesday Lunch - Elem - 2%	res		
3 Wednesday Lunch - Elem - 2%			
1 Monday Lunch - Elem - No - Skii	m		
2 Tuesday Lunch - Elem - Skim			
Total Count			1
ime (Student No.)	Item	В	ar Code/ PIN
Abegg, Dylan	3 Wednesday Lunch	h - Flem - 2%	
(171900001)	•	2 Tuesday Lunch - Elem - Skim	
	1 Monday Lunch - Elem - No - Skim		8164
Abegg, Justin	1 Monday Lunch - E		
(1101900001)	i monday Editori - E	John - Water - 100	6660
Abegg, Robert (161900005)	1 Monday Lunch - E	Elem - Skim - Yes	8410
Abegg, Stella (161000001)	1 Monday Lunch - E	Elem - Skim - Yes	
Abegg, Wallace (181900002)	2 Tuesday Lunch - I	Elem - Skim	3519
Anderson, Jack	2 Tuesday Lunch - I	2 Tuesday Lunch - Elem - 2%	
(662478)	1 Monday Lunch - E	Elem - Skim - Yes	5670
Anderson, Jana (181900003)	1 Monday Lunch - Elem - Water - Yes		1034
Cardinal, Peggy	1 Monday Lunch - E	Elem - Skim - Yes	

## **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	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	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.
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.
<b>Product Category</b>	The Product Category selected on the report editor. The Category is defined in the School Store Inventory.



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.

