

## School Store Summary Report [.2215 - .2247]

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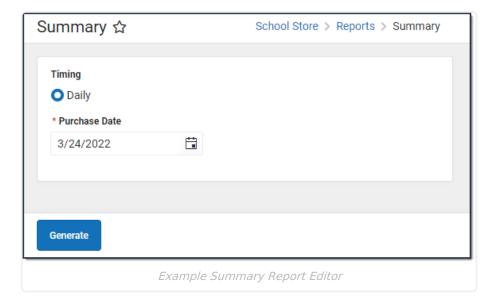
Generate the Daily School Store Summary Report | Example Daily School Store Summary Report

Classic View: School Store > Reports > Summary

Search Terms: 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.

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



## **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
- 3. Click the **Generate** button.

**Result**: A a summary of the items that were purchased on the selected date display in a PDF file

## **Example Daily School Store Summary Report**

## 21-22 **Arthur Elementary Daily School Store Summary** 1234 Elementary Ln, St Paul MN 55449 Generated on 03/24/2022 11:25 AM Page 1 Purchase Date: 03/24/2022 Quantity Product Item Recipient Before & After School - Monday - Before Babel, Faisal Before & After School - Monday - Before Babel, Fidel Before & After School - Monday - Before Babel, Jack Chromebook Charger Abegg, Donald Chromebook Charger Babel, Faisal Grey Sweatshirt - S Cardinal, Peggy

Example of Summary Report for a Single School

001 PLAINVIEN 123 5TH STREET SW, BL Generated on 03/24/2022 0	AINE, MN 55432	Daily School Store Summary	
School	Product Item	Recipient	Quantity
Jefferson Elmentary	Fun Run - L	Adams, Joe	1
Senior High	Fun Run - L	Anders, Melissa	1
Senior High	Hat	Banks, Gary	1
Senior High	Jacket-multiple sizes - Large	Banks, Gary	1
Senior High	Pencils - 24 pack	Anders, Melissa	1
Senior High	Pencils - 24 pack	Banks, Gary	1
Senior High	Spirit Socks	Anders, Melissa	10
Senior High	Sweatshirt - Grey - Youth-L	Anders, Melissa	1

Example Summary Report for All Schools