

School Store Reports Tool Rights

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Since generating a report doesn't add or change existing data, only **Read** rights are required. Write/Add/Delete rights, if granted, have no impact. This article contains descriptions of the School Store report and summaries of what each report is used for.

To learn more about these reports and how to run them, consult the individual articles in [School Store Reports](#).

Inventory On Hand Report

The Inventory On Hand Report provides a complete list of items you have available for sale at this point in time. The report includes the Product Name, SKU, and Quantity on Hand.

Inventory On Hand ☆

School Store > Reports > Inventory On Hand

Categories

☒ Export

Drag a column header and drop it here to group by that column

Product Item ↑	SKU	Quantity On Hand
Adult Short Sleeve Tee - L - Black	1838326755	100
Adult Short Sleeve Tee - L - Lime	1539296385	100
Adult Short Sleeve Tee - L - Orange	1724421903	50
Adult Short Sleeve Tee - L - White	1478079996	75
Adult Short Sleeve Tee - M - Black	1928141713	100
Adult Short Sleeve Tee - M - Lime	1608556192	100
Adult Short Sleeve Tee - M - Orange	1996848362	50
Adult Short Sleeve Tee - M - White	1563777478	75
Adult Short Sleeve Tee - S - Black	1850158148	100
Adult Short Sleeve Tee - S - Lime	1510411181	100
Adult Short Sleeve Tee - S - Orange	1106288666	50
Adult Short Sleeve Tee - S - White	586233834	75

Export the list of inventory to CSV to review total inventory

Orders Report

The Orders Report provides detailed information about purchases made in the School Store.

Orders ☆
School Store > Reports > Orders

Instructions

This report includes people who have placed orders through the School Store. The PIN and Barcode columns only populate if Point of Sale is enabled. The Labels-Large format can be printed on labels similar to Avery 8395.
NOTE: Items purchased through the Public Store will not appear on this report.

Setup

Report Type:
Detail

Purchase Start Date: **(Required)**
mm/dd/yyyy hour:min...

Purchase End Date:
mm/dd/yyyy hour:min...

Product Category: **(Required)**

Product Item(s): **(Required)**
Select Product Items...

Select All

Schools

Select	School Ordered From	Room Type	Period
No records available.			

Report Options

Include:

☐ POS Flags

Generate

See what items have been purchased in the Orders report.

Pick List Report

The Pick List report provides a comprehensive list of purchased items. Use the Start Date and End Date fields to narrow report results.

Pick List ☆
School Store > Reports > Pick List

Start Date
12/21/2022 04:13 PM

End Date
month/day/year hour:min...

Categories

Include All Items
OFF

Export

Select Columns:

Drag a column header and drop it here to group by that column

Purchase Date	Product Item	Customer	Recipient	Student Number	Customer Comment	SKU	Payment Reference Number	Sale Price	Picked Up	School
12/21/2022 04:13 PM	Pizza Prize Pickup - pay now	Pipre, Liza	Pipre, Rick	861578		2096053176	t1_txn_63a385042105...	\$5.00	☐	Van Buren High
12/21/2022 04:13 PM	Pizza Prize Pickup - prepaid	Adams, Bev	Adams, Angie	860199		1670549466	t1_txn_63a385042105...	\$0.00	☒	Van Buren High
12/21/2022 04:13 PM	Pizza Prize Pickup - pay now	Adams, Bev	Adams, Annie	861785		2096053176	t1_txn_63a385042105...	\$5.00	☒	Van Buren High
12/21/2022 04:09 PM	Pizza Prize Pickup - pay now	Baker, Kip	Baker, Skip	785601		2096053176	t1_txn_63a38410bad3...	\$5.00	☐	Van Buren High
12/21/2022 04:07 PM	Beverage - L					1174256392	t1_txn_63a383a48abf8...	\$1.50	☐	Van Buren High
12/21/2022 04:07 PM	Beverage - L					1174256392	t1_txn_63a383a48abf8...	\$1.50	☐	Van Buren High
12/21/2022 04:07 PM	Beverage - L					1174256392	t1_txn_63a383a48abf8...	\$1.50	☐	Van Buren High
12/21/2022 04:07 PM	Beverage - L					1174256392	t1_txn_63a383a48abf8...	\$1.50	☐	Van Buren High
12/21/2022 04:07 PM	Pizza Prize Pickup - prepaid	Dexder, Doug	Dexder, Eve	617157		1670549466	t1_txn_63a383a48abf8...	\$0.00	☐	Van Buren High
12/21/2022 04:03 PM	Pizza Prize Pickup - pay now	Price, Kay	Price, Levi	861998		2096053176	t1_txn_63a382a6f1ca3...	\$5.00	☐	Van Buren High
12/21/2022 03:31 PM	Pizza Prize Pickup - pay now					2096053176	t1_txn_63a37b421997...	\$5.00	☐	Van Buren High
12/21/2022 03:18 PM	Bake Sale - Special K Bar					1526788585	t1_txn_63a37830da59...	\$2.00	☐	Van Buren High

1 - 100 of 1291 items

Enter start and end dates to view items that have been "picked"

Sales Report

The Sales Report provides a comprehensive record of sales activity across all of your district's stores.

Sales Report

Start Date

month/day/year hour: ...

End Date

month/day/year hour: ...

Categories

Export

Select Columns: III

Drag a column header and drop it here to group by that column

Transaction Date ↑	Product Item	SKU	Payment Reference Number	Transaction Type	School	Sale Price	Cost	Margins
month/day/y ...								
03/06/2020 02:49 PM	Calculator	1802731306	182096466	SALE	Harrison High	\$5.00	\$4.50	\$0.50
03/06/2020 02:57 PM	Spring Carnival - Unlimited Games Wristband	553602510	182096470	SALE	Arthur Elementary	\$10.00	\$0.00	\$10.00
03/10/2020 03:45 PM	Calculator	1802731306	156382	RETURN	Harrison High	-\$5.00	-\$4.50	-\$0.50

Print the Sales Report to see all sales activity from all school stores across the district.

Summary Report

This report summarizes the items 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.

2021-2022

Harrison High

4321 Arlington Ave, St Paul, MN 55555
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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

See what items were purchased on a specific day with the School Store Summary Report