School Store Summary Report

Last Modified on 10/22/2022 10:06 am CDT

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

Example Summary Report Editor

Generate the Daily School Store Summary Report

1. 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** 1234 Elementary Ln, St Paul MN 55449 Generated on 03/24/2022 11:25 AM Page 1	**Daily School Store Summary**

Purchase Date: 03/24/2022

Product Item	Recipient	Quantity
Before & After School - Monday - Before	Babel, Faisal	1
Before & After School - Monday - Before	Babel, Fidel	1
Before & After School - Monday - Before	Babel, Jack	1
Chromebook Charger	Abegg, Donald	1
Chromebook Charger	Babel, Faisal	1
Grey Sweatshirt - S	Cardinal, Peggy	1

Example of Summary Report for a Single School

001 PLAINVIEW District 123 5TH STREET SW, BLAINE, MN 55432 Generated on 03/24/2022 01:21 PM Page 1	**Daily School Store Summary**

Purchase Date: 12/03/2021

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