Purchasable Items

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Create Purchasable Items | CEP Purchasable Item Setup Tips

Classic View: Point of Sale > Administration > Purchasable Items

Search Terms: Purchasable Items

This functionality is only available to customers who have purchased Campus Point of Sale as add-on functionality.

The Purchasable Items tool lists all food items available for purchase in a district, including meal items, à la carte items, snacks and concessions. Purchasable items existing on this tool are available for selection in service layouts/menus in the Application Manager tool.

Infinite Campus recommends creating purchasable items for all meals and items served, as it allows for detailed tracking and reporting. Before purchasable items can be created, Item Categories must be established.

Item Setup

If an item is sold for the same price throughout the district, it only needs to be created once and assigned to the applicable service layouts (menus). There is no need to create the same item for specific schools/serving locations. For example, if milk is sold for .50 cents throughout the district, only one milk item needs to be created.

ITEM PRICE CHANGES

When the price of purchasable items changes (e.g., the price of a candy bar from .50 to .75 cents), a new purchasable item should be created and activated, reflecting the new price. The old item should have a "**z**" placed at the beginning of the purchasable item name; e.g., zcandy bar, then be inactivated by clearing the **Active** checkbox. Handling price changes in this manner prevents reporting issues related to items purchased in previous transactions and drops inactive purchasables to the bottom of the purchasable items list.

Create Purchasable Items

Purchasable food items that should be tracked and/or appear in service layout menus must exist in this tool. To create a new item, click the **New** button then use the following field descriptions to complete the Purchasable Item Detail editor. Click **Save** when you are done.

Purchasable item Detail Example

Field	Description
Name	The name, price or combination of name/price used to represent a purchasable food items on service layouts/menus, reports and patron transaction histories. Entering a price (instead of an item's actual name) creates a general category for which a variety of items can be sold. This is often used for non-meal items such as concession or à la carte items that the district does not need to track by name. For example, creating a .75 purchasable item eliminates the need to enter the individual names of all snack items sold for that price. Items with "Meal" selected in the Item Category field should not be listed by price. Infinite Campus recommends abbreviating item names in this field to prevent them from getting cut off on service layouts/menus. The Description field, which does not display on service layouts/menus can be used to explain the abbreviation in more detail.

Field	Description
Item Category	This is the category with which the purchasable item should be associated. Options available in this list are populated by entries created on the Item Categories tool. Reimbursable items MUST be mapped to a "meal" option. To verify that the selected option is actually considered a "meal," refer to Category field of the Item Categories tool.
Description	The Description of the item may be the same value entered in the Name field, or it may provide additional details on the purchasable item (*e.g.*, Description field might be the full version of an abbreviation in Name field or additional details on a price entered in the Name field).
Non-Reimbursable Price	The Non-Reimbursable Price applies to purchasable items for which a school is not reimbursed. The Non-Reimbursable Price is the price a student will pay for any subsequent meal after they have received their allotted reimbursable meal for lunch or breakfast. If the item is considered à la carte or concessions the price point for non-reimbursable, paid and reduced will be the same. The free check box should not be selected on these items. This allows all students or adults to be charged the same price for those items. To determine whether the item is considered a meal, see the Item Category field. This field indicates whether the item is a meal or à la carte.
Paid Price	The Paid Price is the full/regular price of a purchasable item. The Paid Price is the price a student will pay for a reimbursable meal if they are not eligible for free or reduced meal status. If the item is considered à la carte or concessions, the price point for non-reimbursable, paid and reduced will be the same. The free check box should not be selected on these items. To verify if the item is considered a meal, see the Item Category field. This field indicates whether the item is a meal or à la carte.

Field	Description
Reduced Price	The Reduced Price is the reduced price of a purchasable item. The Reduced price is the price a student will pay for a reimbursable meal if they are eligible for reduced meal status. If the item is considered à la carte or concessions, the price point for non-reimbursable, paid and reduced will be the same. The free check box should not be selected on these items. To verify if the item is considered a meal, see the Item Category field. This field indicates whether the item is a meal or à la carte.
Free	If marked, the Free check box indicates the purchasable item is available at no cost to students who are eligible for free meals. The Free check box should be selected if this item is a reimbursable meal. A student with a free meal status will not be charged for this item. If the item is considered à la carte or concessions the price point for non-reimbursable, paid and reduced will be the same. The free check box should not be selected on these items. To verify if the item is considered a meal, see the Item Category field. This field indicates whether the item is a meal or à la carte.
Active	If marked, the Active check box indicates the purchasable item is available for selection in service layout/menu planning and can be used in processing patron transactions.
Federal Program	A Federal Program should be selected for all reimbursable meals to be included on the Edit Check report. Concessions and à la carte items are generally not mapped to a Federal Program. Items with a Federal Program selected will be used for reporting purposes and the following codes are available: **LNCH:NSLP** - Lunch: National School Lunch Program **BKFT:NSBP** - Breakfast: National School Breakfast Program **AFSS** - After-School Snack **CACFP** - Child and Adult Care Food Program **MILK** - Milk Programs **SFSP** - Summer Food Service Program

CEP Purchasable Item Setup Tips

Setup Type	Description

District-wide	• Retire current student meal purchasable items you currently have by adding a "z" in front of the purchasable item name then clearing the **Active** checkbox (this step retains historical price records). • Then create new student meal purchasables. You can use the naming convention *CEP K-5 Lunch, CEP 6-12 Breakfast*." etc. The Paid and Reduced prices for CEP student meals should be $0.00 so that students are not charged the first time they purchase a meal but are still charged for non-reimbursable meals. • Add the new purchasable items to your service layouts. • Reload terminals to update the service layouts.
Individual schools	• continue using the current student meal purchasables at non-CEP schools. • Create CEP-specific school purchasables as noted in the district-wide setup above. • Replace the non-CEP purchasables with CEP purchasables within service layouts for schools that are now CEP. • Reload the terminals to update the service layouts.