

General Product [.2211 - .2247]

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You are viewing a previous version of this article. See [General Product](#) for the most current information.

Classic View: School Store > Product Inventory > General Product

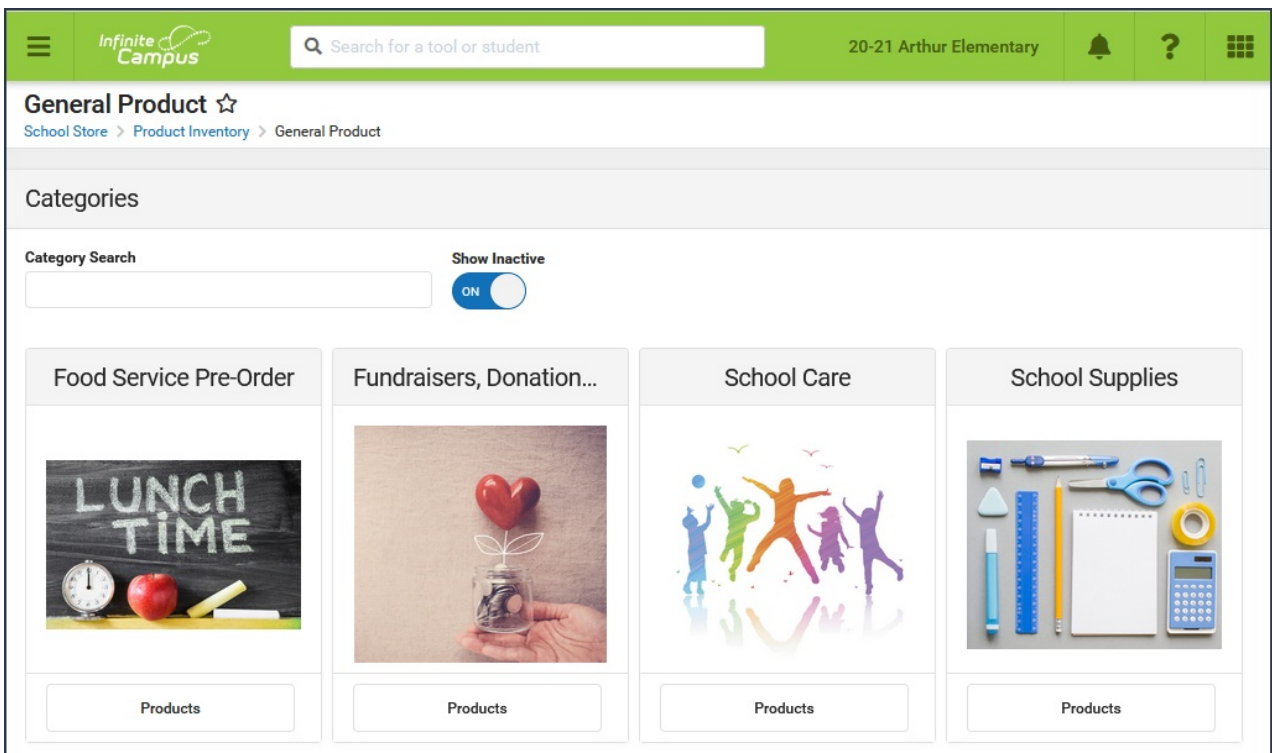
Search Terms: General Product

Products are set up using the Product progress tracker. The Product progress tracker includes the following three parts:

- **1** - Product
- **2** - Product Items
- **3** - Availability

To get started, select **All Schools** or a specific school in the Campus toolbar, then click the **Products** button on a Category.

If you create a Product and decide you do not want it, you can delete the Product if it has never been purchased.



Part 1 - Product

Pencils

1

Product

2

Product Items

3

Availability

Product Name *

Pencils

Categories *

School Supplies (Arthur Elementary) X

Course Materials (Harrison High) X

Product Type *

Back to School Pack ▼

Purchase Limits

▼

Description

Format ▼

B I U

⋮

Pre-sharpened wood case #2 HB pencils with a non-smear eraser.

Image Upload



Max File Size: 20MB

Select files...

File Upload

Max File Size: 20MB

Select files...

Receipt Comments

Thank you for your purchase. School supplies are delivered to homeroom classrooms every morning.

Variable Rate

Partial Refunds

Inventory Tracking

Customer Comments

Default Comments

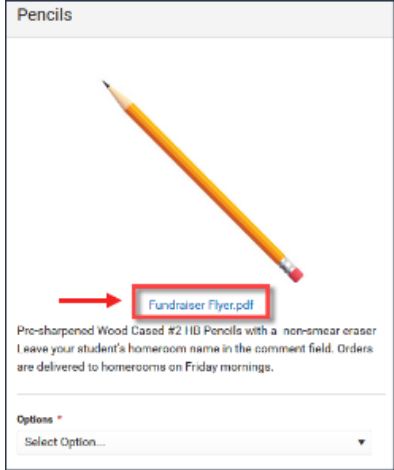
Please enter your student's homeroom ID here.

Cancel

Save ▼

Field	Description
Product Name	The name that displays in the School Store and/or Public Store.
Categories	<p>The Categories under which you want the Product to appear. You can select multiple Categories. When you select a Category, the assigned Products display.</p> <div data-bbox="375 584 1423 745" style="background-color: #fff9c4; padding: 10px; border: 1px solid #ccc;"> <p>The Product Category is a required field on the Orders Report. If you remove 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.</p> </div>
Product Type	<p>The Product Type to which you want to assign the Product. When this product is purchased, funds are deposited into the bank associated with the Product Type's Fund Account.</p>
Purchase Limits	<p>Purchase Limits restrict the number of products or product items that can be bought for an individual recipient. Purchase Limits are not required; but, if you choose to use them, this field determines whether purchase limits are set for at a Product level or for individual Product Items.</p> <ul style="list-style-type: none"> • If you choose Product, the purchase limit is set in Part 3 - Availability. • If you choose Product Item, the purchase limit is set in Step 2 - Product Items. <div data-bbox="375 1267 1423 1391" style="background-color: #fff9c4; padding: 10px; border: 1px solid #ccc;"> <p>If you choose not to use this feature, Campus automatically limits the number of products that may be purchased to 10 products per recipient.</p> </div> <div data-bbox="375 1429 1423 1512" style="background-color: #fff9c4; padding: 10px; border: 1px solid #ccc;"> <p>Purchase Limits are only allowed for Portal and Employee Self Service.</p> </div>
Description	Detailed information about the product. This Description appears below the picture of the product.

Field	Description																				
Receipt Comments	<p>This field allows you to enter comments or special instructions that you want on the customer's receipt. Comments appear below the purchased item.</p> <div style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;">Thank You For Your Payment</p> <p style="text-align: right;">100 Plainview Schools 123 Main Street, Metro City, MN Phone: (763)555-5555 Fax: (763)633-8888</p> <p>Page 1 of 1</p> <p>Date: 07/17/2020 Reference: 195867168 Payment Method: visa *0026 Service Fee: \$0.25 Total: \$5.25</p> <p><i>Thank you for your payment!</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Store Item</th> <th style="text-align: left;">Name</th> <th style="text-align: right;">Quantity</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>Pencils - Box</td> <td>Smith, Derrick</td> <td style="text-align: right;">1</td> <td style="text-align: right;">\$2.50</td> </tr> <tr> <td colspan="4"><i>Thank you for your purchase. School supplies are delivered to homeroom classrooms every morning.</i></td> </tr> <tr> <td>Pencils - Box</td> <td>Trdan, Kaitlin</td> <td style="text-align: right;">1</td> <td style="text-align: right;">\$2.50</td> </tr> <tr> <td colspan="4"><i>Thank you for your purchase. School supplies are delivered to homeroom classrooms every morning.</i></td> </tr> </tbody> </table> </div>	Store Item	Name	Quantity	Amount	Pencils - Box	Smith, Derrick	1	\$2.50	<i>Thank you for your purchase. School supplies are delivered to homeroom classrooms every morning.</i>				Pencils - Box	Trdan, Kaitlin	1	\$2.50	<i>Thank you for your purchase. School supplies are delivered to homeroom classrooms every morning.</i>			
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Variable Rate	<p>Mark this checkbox if you do not want to set a specific price for the item. When this checkbox is marked, the customer can enter any amount they want when they check out. This option is useful for things like donations.</p>																				
Partial Refund	<p>Mark this checkbox if you want to allow partial refunds for this item.</p>																				
Inventory Tracking	<p>When this checkbox is marked, Campus calculates the amount of inventory you have available after a purchase is made.</p> <p>An additional column called Inventory on Hand displays on the Step 2 Attributes screen and allows you to manage the items in your store. If the number in this column is zero, Campus displays the message <i>Out of Stock</i> when the users tries to add the item to their cart.</p> <p>Do NOT mark this option if</p> <ul style="list-style-type: none"> • you are allowing users to preorder this product, or • you do not want to limit the quantity of items that can be sold. <p>When this checkbox is marked, the product is included in the Inventory on Hand report.</p> <p>If you use the Payments Reporter to issue refunds for products purchased in the School Store and this checkbox is marked, Campus allows you to choose whether you want to return the item to Inventory on Hand.</p>																				
Customer Comments	<p>When this checkbox is marked, customers can add information to their purchase before they check out. Comments appear on the Pick List report.</p> <p>You may enter text in the customer comment field to automatically display a message.</p>																				
Description	<p>Detailed information about the product. This Description appears below the picture of the product.</p>																				
Image Upload	<p>This option allows you to add a picture of the product.</p> <p>The image must use one of the following extensions: .jpg, .jpeg, .png, or .gif. As a best practice, the file should not exceed 3MB. The image that displays in the store is a square, so a 1:1 aspect ratio is also recommended.</p>																				

Field	Description
File Upload	<p>This option allows you to add a PDF file to the product. A link to the PDF file displays between the image and the description.</p> 

Part 2 - Product Items

Pencils									
1 Product			2 Product Items				3 Availability		
Export		Import							
	Type	SKU	Inventory on Hand	Selling Price	Reduced Price	Free Price	Cost	Purchase Limit	
Edit	Remove	Single	1739487133	200	0.25	0.10	0.00	0.00	10
Edit	Remove	Box	1385831054	50	2.50	1.00	0.00	0.00	1
Add Item		Add Attribute							
Previous			Cancel			Save			

You can drag and drop rows to easily reorder lines in the table. To add multiple attributes (lines and rows) to the table, you must first click the **Add Attribute** button.

Field	Description
Export	The Export button allows you to download an Excel version of the Product Items table.

Field	Description
Import	<p>The Import button allow you to upload an Excel or CSV file to populate the Product Items table.</p> <p>To begin, use the Export button to download a template of the Product Items table.</p> <ul style="list-style-type: none"> • You can have up to three custom attribute columns for tracking additional product information. • At least one custom attribute column is required to add more than one product item. • If your import file includes more than three custom attribute columns, only the first three columns are used and additional columns are ignored. • Do NOT change any of the following default column headers. Changing the name of a default column makes it a custom attribute column. <ul style="list-style-type: none"> ◦ SKU ◦ Inventory on Hand ◦ Selling Price ◦ Reduced Price ◦ Free Price ◦ Cost ◦ Purchase Limit • When you import the file, the Selling Price and Cost columns automatically populate with 0.00 if there isn't a value in the file. • If you are using an excel document and one of your attributes represents time, you must use quotes around the time. For example, if the time is 5:30pm it must be "5:30pm" or '5:30pm' in the excel document.
Add Item	<p>The Add Item button allows you to add another row to the table if you are using custom attributes.</p>
Add Attribute	<p>The Add Attribute button allows you to add custom attributes to the table. You can add up to three custom attribute columns for tracking additional product information.</p>
SKU	<p>You can enter your own SKU or one from a vendor. If you leave this field blank, Campus assigns a unique, system generated number. Infinite Campus recommends using unique SKUs for each product.</p>
Inventory on Hand	<p>This column only displays if Inventory on Hand is selected in <i>Step 1 Product</i>. The total amount of inventory on hand. You can manually update this number at any time.</p> <p>If the number in this column is zero, Campus displays the message <i>Out of Stock</i> when the users tries to add the item to their cart.</p>
Selling Price	<p>The price customers pay and see in the store. The price can be \$0.00.</p> <div style="background-color: #fff9c4; padding: 5px; border: 1px solid #ccc;"> <p>Items that cost \$0 cannot be purchased through the Public Store.</p> </div>

Field	Description
Reduced Price	The price students with reduced eligibility status pay and see in Campus Parent/Student. The price can be \$0.00.
Free Price	The price students with a free eligibility status pay and see in Campus Parent/Student. The price can be \$0.00.
Cost	The price the district paid to purchase the product from the vendor. This field is optional.
Purchase Limit	This column only displays if you chose Purchase Item in the Product Limits dropdown list (Part 1 of the the Product Progress Tracker). Enter the maximum number the user is allowed to purchase for a recipient.

Part 3 - Availability

Pencils

Product

Product Items

Availability

Active

Restrict to Associated School Enrollments

Available On

 Portal
 Employee Self Service
 Public Store

Start Date *

End Date

Purchase Limit

Select a Saved Filter

Field	Description
Active	When this checkbox is marked, the product is available in the store on the Start Date.

Field	Description
Restrict to Associated School Enrollments	<p>When this checkbox is marked, the Recipient dropdown list in the School Store will only display students who have an enrollment in the active school year at the school to which the product is attached. This includes primary, secondary, and enrollments with a future end date.</p> <p>Example If you have a Product attached to the High School only and this checkbox is marked, parents will only be able to select their student(s) with primary and secondary High School enrollments in the active school year as well as enrollments with a future end date. Please note that if the same Product is associated with multiple schools; e.g., a middle school and a high school, parents can select both middle and high school students in both stores.</p> <p style="background-color: #fff9c4; padding: 5px;">This option is only available when the product is only available on the Portal. If the <i>Employee Self Service</i> or <i>Public Store</i> checkboxes are also selected, this field is disabled.</p>
Available On	<ul style="list-style-type: none"> • Portal • Employee Self Service • Public Store
Start Date	<p>The first day and time on which the product may be purchased. This field is required.</p> <p>Campus verifies the Product Type and Category are active on the same day or prior.</p>
End Date	<p>The last day and time on which the product may be purchased. After the date and time entered here, the product is inactive and is not available in the store.</p>
Purchase Limit	<p>This field only displays if you chose Product in the Product Limits dropdown list (Part 1 of the the Product Progress Tracker). Enter the maximum number the user is allowed to purchase for a recipient.</p> <p style="background-color: #fff9c4; padding: 5px;">Purchase Limits are only allowed for Portal and Employee Self Service.</p>

Field	Description
<p>Select a Saved Filter</p>	<p>This option allows you to select an Ad Hoc filter to limit purchasing to the people included in the filter. Only people who are included in the Ad Hoc filter and have an active enrollment in the active calendar year can be selected as a Recipient.</p> <ul style="list-style-type: none"> You can only select one Ad Hoc filter. The Ad Hoc filter must include the personID. <div data-bbox="389 474 1425 1126" style="border: 1px solid black; padding: 10px;"> </div> <p>See the Ad Hoc Filter Examples for more information.</p>