

School Store Setup - Study Guide COPY

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The School Store tools allow staff to set up stores for every school in the district, create products and categorize them, and establish product types and align them to fund accounts for district or school level payments.

School Store Setup

The following topics cover how to enable School Store in Campus, create product types and align them to fund accounts, and establish settings for each school that will be having a School Store.

Enable Images for School Store

Pictures can be added in school store. This has to be enabled in Preferences under Digital Repository.

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Documentation

Product Types

Product Types are assigned to Products and Fund Accounts. When a product is purchased, funds are deposited into the bank associated with the Fund Account to which you assigned the Product Type. Read the step regarding Product Types in the documentation (Step 3), or watch the video.

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Documentation

▶
Video

Fund Accounts

Fund Accounts identify which bank accounts are used for items purchased in the School Store.

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Documentation

▶
Video

School Store Settings

Settings need to be made for each school that will be having its own School Store.

▶ Documentation

▶ Video

School Store Inventory

This section shows how to create the products the School Store is going to sell. First, categories are set up, and then the products are created and grouped into a category.

Categories

Categories are created as a way to group and organize products. Read the step about Categories in the documentation, or view the video.

□ Documentation

□ Video

Products and Inventory

Now that categories are established, the products that are going to be sold are created next. There are three parts to a product:
1) the product name 2) the product items, and 3) the availability.

□ Documentation

□ Video

School Store Use

See how a parent, guardian, or student views the School Store in Campus Parent or Campus Student.

My Account

The My Account tool is used to set up payment methods and recurring payments, add items to My Cart, and view payment history.

□ Documentation

My Cart

The My Cart tool lets a parent, guardian, or student pay for the items in the cart.

□ Documentation

My Cart Access - Individual

Access to My Cart may be removed for an individual.

 [Documentation](#)

 [Video](#)

My Cart Access - Household

Access to My Cart may be removed for an entire household.

 [Documentation](#)

 [Video](#)

School Store Payment Management

Office staff can manage payments and inventory by using the following reports: Payments Reporter, Pick List, Sales, and Inventory on Hand.

Payments Reporter

Office staff can use the Payments Reporter to view the payments made, perform refunds, export the report's results, and change the view of the report.

 [Documentation](#)

 [Video](#)

Pick List

The Pick List tool displays the items that were purchased and for whom. Items that have been picked up can be checked off using the Pick List.

 [Documentation](#)

 [Video](#)

Sales

The Sales report shows how many of each item has been sold and provides the margins for each item.

 [Documentation](#)

 [Video](#)

Inventory on Hand

The Inventory on Hand report is used to see how many of each item are available and whether a product needs to be repurchased and stocked.

 [Documentation](#)

 [Video](#)

Orders

The Orders report can be used to create lists and labels of purchased items to help distribute items to students.

 [Documentation](#)

 [Video](#)
