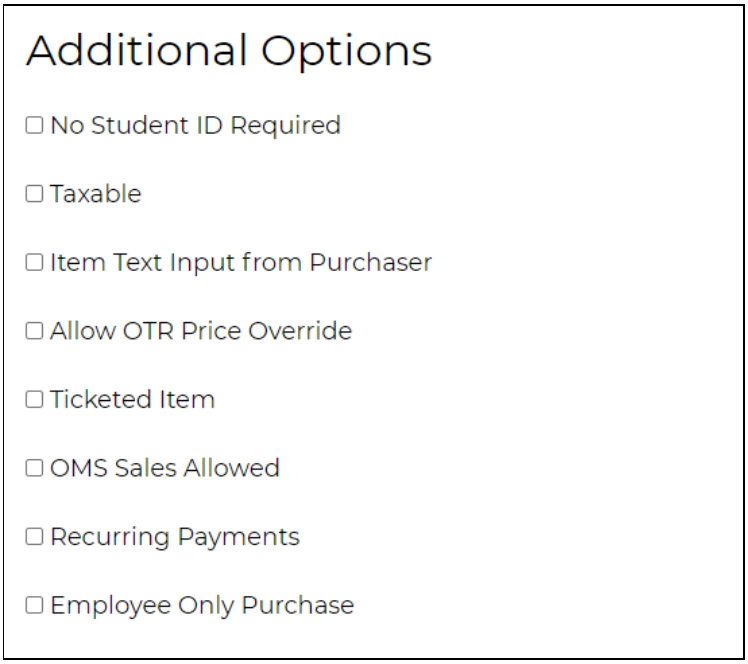
Product Additional Options

This document contains instructions for how to use the additional options available for OSP Products.

Navigate to **Transactions >> OSP Products >> Additional Options**

Additional Options - The additional options for adding different features to your products

a. **No StudentID Required** - purchaser will not have to assign a student profile; enables guest checkout in OSP Store.
b. **Taxable** - opens up the Transactions for Taxable Items Only report.
c. **Item Text Input from Purchaser** - adds description text box to fixed price items.
d. **Disable Requirement to Enter a Description** - removes description text box on variable price products.
e. **Allow OTR Price Override** - OTR users can change the price
f. **Ticketed Item** - Please refer to OTM Instructions
g. **OMS Sales Allowed** - Please refer to OMS instructions
h. **Recurring Payments** - recurring payments occur monthly until product is inactive
i. **Employee Only Purchase**



a. No Student ID Required

Should I use this feature?

No Student ID required should be used when student information is not required for purchase. This feature is great for products that may be purchased by a community member or someone without a student profile.

Activity Name	Price	Select Student Profile	Assigned Student Profile	Total	
ZY986-VAR35 General Donation	$10.00	-No Profile Required-		$10.00	X

Example of No Student Required Product in OSP School Store

b. Taxable

Should I use this feature?

Follow all local and state laws regarding taxes on school goods or services, if you are not sure, verify with your School District's Central Office. Due to taxable items varying greatly from district to district, ensure you have clear instructions on what is and isn't considered taxable.

Are taxes collected in the school store?

Taxable Items do not reflect on the Parent Site. Purchasers will continue to not see the tax amount.

How do I set up a product as taxable?

1. Go to the Additional Options tab on your Product and check "Taxable"

Transactions >> OSP Products >> Edit Product >> Additional Options

Taxable Item Report

1. Go to the report "Transactions for Taxable Items Only" on the Additional Reports page

Reports >> Additional Reports >> Transaction Reports

Taxable Product Transactions Report

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South Park Elementary

Product/Description				Product Number	
Yearbook Yearbook				ZY986-140	
Student Information	Purchaser Name	Order Number	Time of Order	Amount	Returned
Marsh, Stan (92226)	Marsh, Randy	100001955	04/16/20 03:19 PM	$50.00	
Student, Holly (1234)	Student, John	100001957	04/16/20 03:51 PM	$50.00	
Cartman, Eric (21964)	Cartman, Liane	100001958	04/16/20 03:54 PM	$50.00	
	Number of Students: 3	**Tax Total: $8.49**		**Transaction Total: $150.00**	

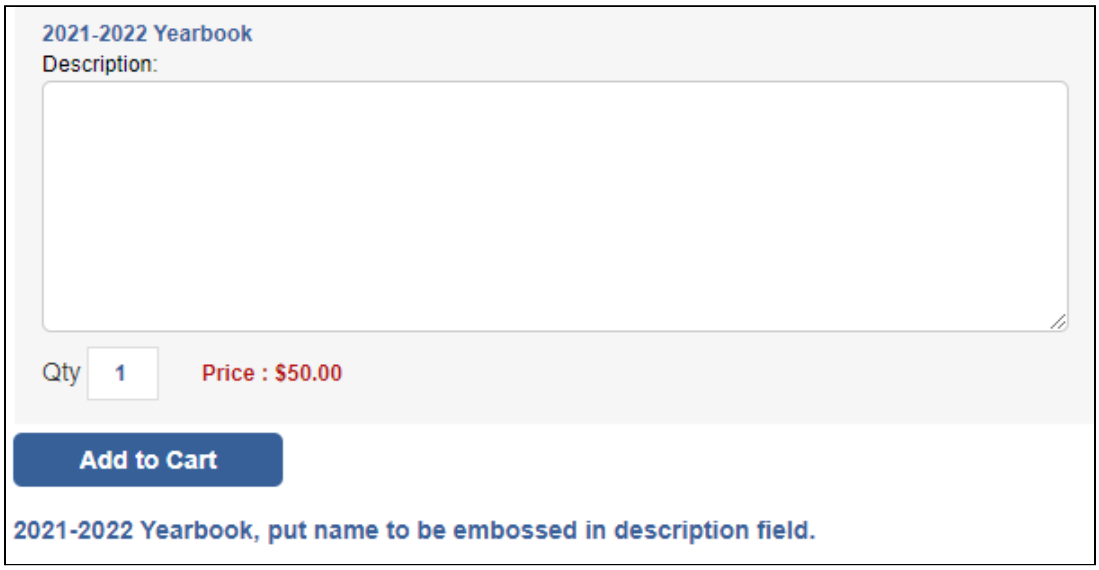
Report Summary:

Total Number Of Students: 3
Transactional Grand Total: $150.00
Tax Amount Grand Total: $8.49
Total Number Of Returns: 0
Returned Total Amount: $0.00

Example of Transactions for Taxable Items Only Report

c. Item Text Input from Purchaser

This additional option will add a required description text box on the product in the OSP School Store. This feature is used to collect additional information from the parent or purchaser.



Example of description text box on OSP School Store

Transactions by Product - Product Select Report

1. To view purchaser information enter in description field, go to the report "Transactions by Product - Product Select" on the Additional Reports page and Select Additional Detail: Line Comments

Reports >> Additional Reports >> Transaction Reports

d. Disable Requirement to Enter a Description

This additional option removes the description text box on variable price products. This open will only be available after you have saved the product as a variable price product.

e. Allow OTR Price Override

OTR users are able to receipt, in person, a different amount from the set fixed price. Please refer to OTR instructions.

f. Ticketed Item - Please refer to OTM Instructions

g. OMS Sales Allowed - Please refer to OMS instructions

h. Recurring Payments

This additional option sets your product as a recurring payment that drafts monthly from the card used by the purchaser until the product is inactive. The purchaser will choose the date the payment drafts from their account in the OSP School Store.

h. Employee Only Purchase

The employee only purchase additional option will make the product purchasable only by an employee profile that would be set up on an OSP School Store purchaser account.

i. Activity Inventory

Products that are set up with this additional option have their units added or subtracted to reflect the quantity available in real time. When a product's inventory goes down to zero, it will show as out of stock, preventing the product from being oversold. You can also use inventory to determine how many products to order from a vendor. Examples of products to use this feature on include clothing, field trip spots, yearbooks, tickets, and more.