

Category: CONFIGURATION	Document Type: Quick Guide	Author: Content Team	Software Version: 1.0.0	Updated: 12/12/2024
--------------------------------	--------------------------------------	--------------------------------	----------------------------	------------------------

CAMPUS STORE

The Campus Store allows users to create non-food service payment categories.

⚠ Family Hub Support will create your categories, and then you can add specific items to those categories. You can modify the category names or delete them at any time.

⚠ If you should need additional categories, please email us at customercare@cybersoft.net with the number of categories you need. You can include their names, or we can give them generic names.

For **Campus Store**, go to **Family Hub > Configuration > Campus Store**.

EDIT CATEGORY NAME

Once the categories are created, you can change the category names or delete them.

On the **Campus Store** page



1. Click the **Pencil** icon to change the name of a category
*The **Edit Payment Category** pop-up window displays.*

Campus Store

Create any non-food service payment items that will be available for purchase at the Campus Store, as well as manage payment categories. To add new categories, please contact SchoolCafé Family Hub Customer Care.

[Add Payment Item](#)

Search

Category Name	Active Items in Category	Last Modified By	Last Modified On	
> Category Name	0	John Doe	Feb 19, 2025	<div style="text-align: right;"> 1   </div>

2. Enter a new **Category Name**
3. Click the **Update** button to save
*The page refreshes, and the category name is updated.
A success message displays.*

Edit Payment Category

Category Name School Fees 2


Close
Update 3

ADD PAYMENT ITEMS

Once the categories are set, add your items.

On the **Campus Store** page

1. Click the **Add Payment Item** button
*The **Add Payment Item** pop-up window displays.*

 **Campus Store**

Create any non-food service payment items that will be available for purchase at the Campus Store, as well as manage payment categories. To add new categories, please contact SchoolCafé Family Hub Customer Care.

Add Payment Item

1

2. Enter the following information:

- **Item Name:** This name will display for the item on the Campus Store **Make a Payment** page.
- **Item Description:** This description will follow the item's name in parentheses.
- **Payment Category:** This is how the items will be grouped, such as athletic programs or yearbooks.
- **General Ledger Code:** This is not a required field. This code will be displayed in the detailed ACH Disbursements Report. This is helpful when entering non-food service payments into your district's accounting system.

Add Payment Item

Item Name

Item Description

Payment Category

2

General Ledger Code

- **Payment Type:** You can set payments to a fixed amount or allow customers to pay in various amounts.
 - **Fixed** – This setting will allow customers to make multiple payments for the same amount. You also have the option to do so in multiple payments or just one payment.
 - We recommend a fixed amount and the number of allowed payments to get the best results when accepting multiple payments for an item.
 - **Variable** – This setting will allow customers to make multiple payments for varying amounts.
 - When **Variable** is selected, the system will prompt you to set the allowed minimum and maximum payment amounts.

Payment Type

Fixed

Variable

- **Management Level:**
 - **District:** The item will be displayed for all students and adults added to the Family Hub account's dashboard.
 - **Site Type:** The item will only be displayed for students and adults assigned to the designated site type.
 - **Site:** The item will only be displayed for students and adults assigned to the designated site.
 - **Grade:** The item will only be displayed for students and adults assigned to the designated grade.

⚠ Once an item is saved, this setting cannot be changed.

Management Level

District

Site Type

Site

Grade

- If the item's Payment Type is **Fixed** and the Management Level is **District**, the following fields will display:
 - **Maximum Payments Allowed:** This allows users to make multiple payments for an item or require a one-time payment.
 - **Amount:** This is the price of the item.
 - **Start Date:** This is the first day your item will be available in your Campus Store.
 - **End Date:** This is the last day your item will be available in your Campus Store.

Maximum Payments Allowed

\$ Amount

Start Date



End Date



- If the item's Payment Type is **Variable** and the Management Level is **District**, the following fields will display:
 - **Minimum Payment Amount Allowed:** This is the lowest payment amount your customers can make for this item.
 - **Maximum Payment Amount Allowed:** This is the highest payment amount your customers can make for this item.
 - **Start Date:** This is the first day your item will be available in your Campus Store.
 - **End Date:** This is the last day your item will be available in your Campus Store.

\$ Minimum Payment Amount Allowed

\$ Maximum Payment Amount Allowed

Start Date



End Date



- **Active checkbox:** Click this to display the item on the website. Remove the check mark or leave this empty if you do not want it to be displayed.

*For a Management Level other than **District**, instructions for those item types are covered starting on page 6.*

3. Click the **Add** button to add the item to your Campus Store
A success message displays.

Active

Close

3 Add

*Below is an example of an item set to the **District** Management Level.*

Add Payment Item

Item Name
Yearbook

Item Description
Purchase your Yearbooks here!

Payment Category
School Fees

General Ledger Code
5241

Payment Type
Fixed

Management Level
District

Active

Maximum Payments Allowed
1

Amount
\$ 80


Start Date
2/19/2025

End Date
3/31/2025

Close Add

The item has been added. If the item's Management Level is set to **District**, set as **Active**, and has a current start date, it will be immediately available for your customers.



If you select one of the other Management Levels, additional information will be required, as outlined below.


 **Campus Store**

Create any non-food service payment items that will be available for purchase at the Campus Store, as well as manage payment categories. To add new categories, please contact SchoolCafé Family Hub Customer Care.

Add Payment Item

Search

Category Name	Active Items in Category	Last Modified By	Last Modified On	
▼ School Fees	1	John Doe	Feb 19, 2025	 

Item Name	Management Level	Payment Type	GL Code	Status	
Yearbook	District	Fixed	5241	Active	

Below is an example of an item set to the **Site Type** Management Level.

Add Payment Item

Item Name
Band Fees

Item Description
Please pay your band fees here for the 24/25 SY.

Payment Category
School Fees

General Ledger Code
5684

Payment Type
Variable

Management Level
Site Type

Active

⚠ When adding items with a Management Level other than District, the system will display the following message after clicking the **Add** button. The item has been added to your Campus Store; however, additional information is required before it is displayed on the website.

The payment item was added successfully!
Please select this item again to add specific site information. Close

4. Click the item's name to complete the setup of the item
*The **Edit Payment Item** pop-up window displays.*

Campus Store

Create any non-food service payment items that will be available for purchase at the Campus Store, as well as manage payment categories. To add new categories, please contact SchoolCafé Family Hub Customer Care.

[Add Payment Item](#)

Category Name	Active Items in Category	Last Modified By	Last Modified On	
▼ School Fees	2	John Doe	Feb 19, 2025	

Item Name	Management Level	Payment Type	GL Code	Status	
Yearbook	District	Fixed	5241	Active	
Band Fees	Site Type	Variable	5684	Active	

4

5. Click the **Add Details** button
*The **Add Details** pop-up window displays.*

Edit Payment Item

Item Name
Band Fees

Item Description
Please pay your band fees here for the 24/25 SY.

Payment Category
School Fees

General Ledger Code
5684

Payment Type
Variable

Management Level
Site Type

Active

Add Details **5**

Last Updated By **John Doe** on **Feb 19, 2025**

Close Update

In this example, the item was assigned the **Site Type** Management Level, and the Payment Type was set to **Variable**.

6. Enter the following information:

- **Site Type:** This must be selected.
- **Minimum Payment Amount Allowed:** This is the lowest payment amount your customers can make for this item.
- **Maximum Payment Amount Allowed:** This is the highest payment amount your customers can make for this item.
- **Start Date:** This is the first date your item is displayed for your customers.
- **End Date:** This is the last date your item is displayed for your customers.

These fields were not displayed when the Management Level was set.

7. Click the **Save** button to retain the information

*The system will return to the item's **Edit Payment Item** page.*

A success message displays.

Add Details

Site Type
Middle School

Minimum Payment Amount Allowed
\$ 25

Maximum Payment Amount Allowed
\$ 250

Start Date
2/19/2025

End Date
3/31/2025

Close Save

The **Add Details** section displays the added information.

Edit Payment Item

Item Name

Item Description

Payment Category

General Ledger Code

Payment Type

Management Level

Active

Add Details

Site Type	Time Frame	Payment Range	Last Modified By	Last Modified On	
Middle School	02/19/2025 - 03/31/2025	Min: \$25.00 Max: \$250.00	John Doe	Feb 19, 2025	✕

Last Updated By John Doe on Feb 19, 2025

The item is now available on the website. Below is what the customer will see when they click the **Shop Campus Store** button on their dashboard.

All students/adults on their dashboard are displayed on this page. If some items do not apply to the student/adult, they will not be displayed under their names.

Make a Payment

Add money to your child's food service account or purchase items from your school district.

[Click here to learn about your district's payment guidelines.](#)

1 Campus Store
2 Review & Submit
3 Confirmation

Campus Store

Conveniently purchase directly from your child's campus, or make donations to school funds.
Note: The Campus Store payment subtotal amount should be between **\$0.01** and **\$500.00**.

Henry Moreno

Band Fees (Please pay your band fees here for the 24/25 SY.)

Note: Band Fees (Please pay your band fees here for the 24/25 SY.) amount should be between **\$25** and **\$250**.

Yearbook (Purchase your Yearbooks here!)

\$ Amou...

\$80.00

Subtotal :

Make Cafeteria Payment

Checkout >

We highly recommend that district users create their own Family Hub parent account to experience what their parents experience. This will also allow you to test your items to ensure correct information.

You can add an active student or adult from SchoolCafé to your test parent account to get a full view of the Campus Store process.

If you do not submit an application or complete the steps to make a payment, their account will not be affected in SchoolCafé.

Your Family Hub District admin account has the School/Student and ACH Disbursements Reports, which include payments for your non-food service items.

The School/Student Report displays payments as they are received, while the ACH Disbursements Report displays payments after the funds have been transferred to your bank.

- Reports
- Account Holder
 - Payment Status
 - School/Student
 - ACH Disbursements
 - Payment Items