



Creating a New Item Code and Personalizing Item



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- Item codes represent the purchasable items (i.e., products or services) that you want to display in your store. These can be physical goods, charges related to student services (permits, transcripts, etc.), or even donations and event tickets.
- To create new item codes for your stores, click **Add New Record**.
- To edit an existing item code, select the item code.

Store Setup - Store Items List Florida Atlantic University

CHEMISTRY

- ☐ Name & Logo
- ☐ Store Settings
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- ☐ Custom Messages
- ☐ Categories
- ☒ Item Codes

You are in item code maintenance. This is where you create new or modify existing item codes. To create a new item code click the 'Add New Record' button. To modify an item code, click the 'Select' button adjacent to that item code.

*Click Edit to change the available inventory.

Item Code	Description	Category	Available Inventory	Minimum Inventory Level	
CHEMISTRY-U	Unlocking Organic Chemistry				ADD NEW RECORD
					Select Edit

(1 record(s)) [Display by Page](#)

PREVIEW **HELP** **BACK** **CONTINUE**



Item Code Fields

FIELD NAME	DATA ENTRY INSTRUCTIONS
Item Code	Enter a unique item code of no more than 12 total characters (including the prefixed merchant code).
Category Code	If using categories, select the category to place this item under. Items do not need to be associated with categories even in a store that uses categories.
Description	Enter a description that will display on the site as the name of the item code.
Long Description	This field is no longer used and can be ignored.
Receipt Text	Enter any text that you would like to display to the customer on the receipt.
Sequence	Enter a number to determine the order in which item codes will display on the site. If nothing is entered, the item will be ordered alphabetically. We advise leaving space between numbers by using increments of 10 (10, 20, 30, etc.) so that you can place items between these in the future.
G/L Fields	If you selected to Allow Changes to G/L in the merchant, then enter the G/L for the item in these fields. Transact Payments will validate entries.
Can the user add this item from the catalog page?	This field is no longer used and can be ignored.



Item Code Fields

FIELD NAME	DATA ENTRY INSTRUCTIONS
Collect Shipping Information?	Check this checkbox if shipping information should be collected when this item is added to the customer's basket.
Require Fulfillment?	Check this checkbox if this is a physical good that requires fulfillment .
Collect Sales Tax?	If you have set up Sales Tax calculation in Transact Payments, select this checkbox if it is a taxable item that requires you to collect sales tax. Tax rates will be calculated based on the shipping zip code, if available, or the billing zip code if no shipping information is provided.
Featured Item	Check this checkbox if this should appear as a featured item on your site.
New Item	Check this checkbox if this should appear as a new item on your site.
Image	Select Choose File to upload an image to display for this item on the site. The maximum file size is 1 MB and images will be centered into a square area. Supported file types include .GIF and .JPG.
Price	Enter the price for this item.
Can user change the price?	Indicate if the customer can change the default price.
Can user specify the quantity?	Indicate if the customer can specify the item quantity. If you select one of the Lookup options, you will have the option to set up the Value or Range after clicking Continue.
Minimum Allowable Quantity	If you are allowing the customer to change the quantity, set the minimum allowable quantity.
Maximum Allowable Quantity	If you are allowing the customer to change the quantity, set the maximum allowable quantity.



Item Code Fields

Name for 1 unit of this item	If you are allowing the customer to change the quantity, set the name for one unit if the item (e.g., Hat).
Name for 2 or more units of this item	If you are allowing the customer to change the quantity, set the name for two or more units if the item (e.g., Hats).
Inventory Code	If you are using inventory codes to track the inventory for this item, select the applicable inventory code.
Available Inventory	If you selected an inventory code, enter the available inventory to start.
Do you want to collect additional information when this item is purchased?	Check this checkbox if you want to use reference fields to collect additional information when a customer goes to purchase this item. After clicking Continue, you will be able to specify the references as explained below.
Do you want to select add-on items for this item?	Check this checkbox if you want there to be additional add-on items available for purchase when a customer goes to purchase this item. After clicking Continue, you will be able to specify the add-on items.
Do you want this item to be available as an add-on only?	Check this checkbox if this item should only be available as an add-on item when a specific item is purchased.



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- When you are done configuring your item code, click **Continue**. If you selected to include *references*, use **add-on items**, or uses *quantity lookups*, then you will be able to configure those options on the *subsequent screens*. See below for more details about references.
- If you selected to collect additional information when creating the item code, once you click **Continue**, you can either select an available reference type in your Transact Payments instance to associate with the item or create an item-level reference type through **Store Setup**.



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- References that have been associated with the item, and will require input from the customer, are shown in the **Selected Reference Types** box.
- Those that are available to add to the item code are shown in the **Available Reference Types** field. To **modify those that are selected**, use the **arrow keys**.

The screenshot displays a web interface for managing item references. It features two main list boxes: 'Available Reference Types' on the left and 'Selected Reference Types' on the right. The 'Available' list contains various system and user-defined fields like 'ACCOUNT - ACCOUNT', 'ACEWARE-SESSIONID - ACEWA', 'ACEWARE-STUDENTID - ACEW', 'ACEWARE-TICKET - ACEWARE-', 'ADDR_G - address', 'ADDRESS - Address', 'AMOUNT - Amount', 'APP_NAME - Name', 'APPNUM - Application Number', 'CARD_NAME_G - CARD_NAME_', 'CITY_G - city', and 'OK ADDR - All'. The 'Selected' list currently contains 'ET-NAME-Customer Name'. Between the lists is a set of navigation buttons: 'All >>', '>>', '<<', 'All <<', 'Blank >>', and 'Solid >>'. Yellow arrows point from the 'Available' list to the '>>' button and from the '<<' button to the 'Selected' list. Below the lists are buttons for 'Add New Reference Type' and 'Edit Selected Reference Type'. At the bottom right are 'Up' and 'Down' buttons. At the bottom center are 'BACK' and 'CONTINUE' buttons. Red boxes highlight the 'Available Reference Types' and 'Selected Reference Types' headers, the 'Add New Reference Type' button, and the 'Edit Selected Reference Type' button. A yellow box highlights the navigation buttons.



Reference Types

- Selecting a reference with “_G” will cause the reference to automatically populate on the checkout screen. This is a time-saving feature that many users will appreciate. For example, if you collect a user’s email address when selecting an item, a reference called **EMAIL_G** will pre-populate the Email Address field for them during checkout.
- Valid references of this type that can be created **are NAME_G, ADDR_G, CITY_G, STATE_G, COUNTRY_G, ZIP_G, and EMAIL_G**. You can also add a prefix to these references, such as **USER_NAME_G** or **SCHOOL_EMAIL_G**. Be sure to **only use one reference of the same type**, however. For example, do not create an item with both **NAME_G** and **USER_NAME_G**, as this may have unpredictable results when determining which field will pre-populate.