

Course Registration – How to Define Supplementary Items

<i>Speech</i>	<i>Cursor Actions</i>
When a student registers for a course, there may be other items the student needs to purchase along with their registration. For example, if the student were registering for an art class, they may also need to purchase a materials kit.	Show Title: Supplementary Items add bullets for: -purchase Materials kit for an art class
A student registering for a ballet class might also want to purchase tights and ballet shoes from their dance school.	-purchase clothing and/or shoes for dance class
There are many kinds of supplementary items a student may want to purchase	-Other examples: meal plans, snacks, accommodations, safety gear, etc.
These supplementary items can be linked to the student's registration record so that the student can pay for their registration <i>and</i> the supplementary items all together.	
Before you can sell these supplementary items, you must define them. In Sumac, these supplementary items are defined as Products.	
In your Sumac console, click Utilities, Customize Database, and Products.	Show console. Click Utilities, Customize Database, Products
Click New to add a new Product.	Click New.
First, define the name of the Product. For this example, we'll set up a product for Safety Goggles to be used for a Science Course.	Product Name = "Safety Goggles"
A SKU is a code that identifies a product. It can be a number or any string of characters. The SKU field can hold a lot of data, so if several SKUs apply to a single product, you can enter all of them. If you don't use SKUs, you may leave this field blank.	Point to SKU
If you wish to track the Cost of the product, enter it here. Note that the Cost field represents how much it costs your organization to purchase one of these items.	Enter Cost "\$10"
Then specify the Base Price for the item. This is the amount a student pays for the item.	Enter Base Price "\$12"
If you use Sumac's Ledger Entries feature, specify an account for ledgerizing sales of this product.	Point to Account field.
If you need to split the base price, allocating part of it to a separate account – perhaps for commissions – choose a second account and enter the portion of the price to be allocated to that account.	Point to Account 2 and Portion of price allocated to Account 2 fields
Choose discounts and surcharges that are applicable to the product. For example, perhaps there is a sales tax applied when this item is sold. We can assign that Surcharge here, and Sumac will add the sales tax to this item whenever it is purchased.	Select "Sales Tax" Surcharge

<p>If the product is a book or a number of a magazine, then there are additional fields for specifying details about such published materials.</p>	<p>Point to Volume, Number, ISBN, Printing, Authors and When Published fields</p>
<p>The Inactive check box lets you specify that this product can no longer be ordered</p>	<p>Point to Inactive</p>
<p>Note these two checkboxes: Use For Sales and Use For Course Registration.</p>	<p>Point to both</p>
<p>By default, products are available to both of these add-on modules. But you can restrict the product to be used for just one or the other.</p>	<p>Put check mark next to “Use for Course Registrations”</p>
<p>Once you have defined the Product, click OK to save the product in your database.</p>	<p>Click OK.</p>
<p>Continue these steps to add any other supplementary items you may need.</p>	
<p><i>You should now move on to more training videos to learn more about setting up Course Registrations in Sumac!</i></p>	<p>Slide: “Move on to other Course Registration how-to videos”</p>