

Applying Discounts

- This is when you want to discount the sale price of a product in stock. There are 3 different ways that a discount can be done.

Training

- 1. Navigate to the "Sale" Tab & click "Sell Product".
- 2. Scan in product or select it from the "**Product**" Tab.
- 3. Once the product is displayed in the invoice click on the product name hyperlink.

(S) Product Sale - Invoice No 310960					
Main Product	Phone				
<u>\$</u>	Discount 0 %				
Sale 11/11/2010	OrderNo				
InternalNo	Rep John Citizen 💌				
Advert 🗾	Notes				
Financial Awaiting Extract -					
View Free Refund LayBy Qty	Barcode				
OK 🗹 Clear 🛆					
Product	Qty Item Sale				
Blueant Bluetooth X3 Micro HSet	1 99.00 99.00 <u>Delete</u>				

4. In this field you can either put the dollar value of discount in the **"Discount"** field or you can manually change the price in the **"Sale Price"** field.

Product	Blueant Bluetooth X	o moro more	
Notes			
Purch Pric	e 71.50	Retail Price	99.00
Tax %	10.00	Discount	0.00
Status	0	Sale Price \$	99.00

- 5. Once price has been changed press the **"OK"** button and process the sale as normal.
- 6. The 3rd option is to enter in the discount percentage in the **"Discount"** field on the main sale screen. You must do this before the product is added and it will automatically discount the product.

Sector	Invoid	e No 310960
Main Product	Pho	one
Sale 11/11/2010	Discount OrderNo	10 %
InternalNo	Rep	John Citizen 💌
Advert 🗾	Notes	
Financial Awaiting Extract		
View Free Refund LayBy Qty	Barcod	le
OK 🗹 Clear 🛆		
Product		Gty Item Sale
Blueant Bluetooth X3 Micro HSet		1 89.10 89.10 Delete