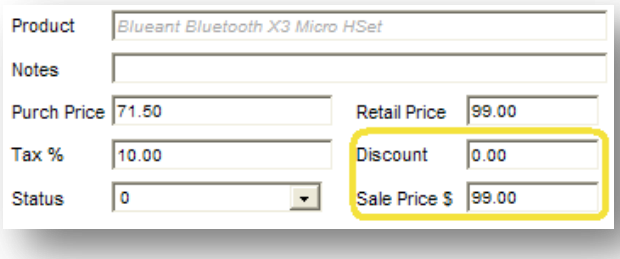
Applying Discounts

- ***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.***

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.

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.



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.

Product Sale - Invoice No 310960
Main
Product
Phone
Discount 10 %
Sale 11/11/2010
OrderNo
InternalNo
Rep John Citizen
Advert
Notes
Financial Awaiting Extract
View Free Refund LayBy Qty Barcode
1
OK
Clear
Product Qty Item Sale
Blueant Bluetooth X3 Micro HSet 1 89.10 89.10 Delete