



WEB TUTORIALS

Add a Discount



To Any Transaction

Enter Product Details



Transaction Detail

Products

Review

Complete

Personalized Pricing

Record Name

Add Product

* Select

* Quantity

* Unit Price

Transaction Summary

Add Discount

When adding a product to a transaction, a discount can be added by selecting "Add Discount".

Go Back

Cancel

Save & Suspend

Complete Transaction

Add the Discount



Transaction Detail **Products** Review Complete

Personalized Pricing

Record Name

Add Product

* Select

* Quantity

* Unit Price

Add Discount

Name

* Type Flat Percentage Per Unit

* Rate

Add To Transaction

Transaction Summary

	\$0.00
--	--------

Discounts can be provided via a flat rate (\$10), a percentage (20%) or per unit rate (\$0.02/gallon).

Add the Discount



Transaction Detail | **Products** | Review | Complete

Personalized Pricing

Record Name

Add Product

* Select

* Quantity

* Unit Price

Add Discount

Name

* Type Flat Percentage Per Unit

* Rate

Total \$0.00

Add To Transaction

A name can be added to the discount if desired. This name will appear on the invoice.

Select the appropriate type of discount to be applied and enter the amount of the discount.

Add the Discount



Transaction Detail **Products** Review Complete

Personalized Pricing

Record Name

Add Product

* Select

* Quantity

* Unit Price

Add Discount

Name

Type Flat Percentage Per Unit

Rate

Add To Transaction

Transaction Summary

Total	\$0.00
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Once the information for the discount has been entered, select "Add to Transaction".

View Discount Details



Personalized Pricing

Record Name

Add Product

* Select

* Quantity

* Unit Price

Add Discount

Add To

Transaction Summary

- Labor	\$52.81	Edit	⊗
10 Each @ 5.00000	\$50.00		
Sales Tax @ 7.62500%	\$3.43	Exempt	
Goods & Services Tax @ 0.03000	\$0.30	Exempt	
Provincial Sales Tax @ 0.25000	\$2.50	Exempt	
Federal Oil Spill @ 3.50000%	\$1.58	Exempt	
	\$(5.00)		⊗
	\$0.00	Edit	⊗
	\$0.00		

Details of the discount can be viewed by clicking the + next to the product or selecting "Expand All".

Expand All

Collapse All

\$52.81

View Discount Details



Personalized Pricing

Record Name

Add Product

* Select

* Quantity

* Unit Price

Add Discount

Add To Transaction

Transaction Summary

- Labor	\$52.81	Edit	⊗
10 Each @ 5.00000	\$50.00		
Sales Tax @ 7.62500%	\$3.43	Exempt	
Goods & Services Tax @ 0.03000	\$0.30	Exempt	
Provincial Sales Tax @ 0.25000	\$2.50	Exempt	
Federal Oil Spill @ 3.50000%	\$1.58	Exempt	
Special Customer	\$(5.00)		⊗
- Jet A Fuel	\$0.00	Edit	⊗
100 Each @ 0.00000	\$0.00		

Total

Expand All

Collapse All

Select "X" to remove the discount.

View Discount Details



Personalized Pricing

Record Name

Add Product

* Select

* Quantity

* Unit Price

Transaction Summary

- Labor	\$52.81	Edit	⊗
10 Each @ 5.00000	\$50.00		
Sales Tax @ 7.62500%	\$3.43	Exempt	
Goods & Services Tax @ 0.03000	\$0.30	Exempt	
Provincial Sales Tax @ 0.25000	\$2.50	Exempt	
Federal Oil Spill @ 3.50000%	\$1.58	Exempt	
Special Customer	\$(5.00)		⊗
- Jet A Fuel	\$0.00	Edit	⊗
100 Each @ 0.00000	\$0.00		

Add Discount

Add To Transaction

When the transaction is complete,
select "Complete Transaction".

Expand All

Collapse All

Go Back

Cancel

Save & Suspend

Complete Transaction