



WEB TUTORIALS

Add a Discount

To Any Transaction



Enter Product Details



Transaction Detail

Products

Review

Complete

Add Product

* Select

* Quantity
US Gallon

* Unit Price

Transaction Summary

Add Discount

Add To Transaction

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

Total

\$0.00

Add the Discount



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

Add Product

* Select

* Quantity US Gallon

* Unit Price

Add Discount

Name

Flat Percentage

* Type Per Unit

* Rate

Add To Transaction

Transaction Summary

Total	\$0.00
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Enter the name of the discount and select the Discount Type and Rate.



Add the Discount



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

Add Product

* Select

* Quantity US Gallon

* Unit Price

Add Discount

Name

* Type Flat Percentage
 Per Unit

* Rate

Add To Transaction

Transaction Summary

Total	\$0.00
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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

Add Product

* Select

* Quantity US Gallon

* Unit Price

Add Discount

Name

Flat Percentage

* Type Per Unit

* Rate

Transaction Summary

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

Add To Transaction

Once the information for the discount has been entered, select "Add to Transaction".

View Discount Details



Transaction Detail

Products

Review

Complete

Add Product

* Select

* Quantity

* Unit Price

Add Discount

Add To Transaction

Transaction Summary

-	Jet A Fuel	\$397.47	Edit	⊗
	100 Each @ 3.55000	\$355.00		
	Sales Tax @ 7.62500%	\$24.32	Exempt	
	State Tax @ 9.20000%	\$29.35	Exempt	
	Federal Tax Jet @ 0.24300	\$24.30	Exempt	
	Special Customer	\$(35.50)		⊗
		\$397.47		

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

Expand All

Collapse All

View Discount Details



Transaction Detail

Products

Review

Complete

Add Product

* Select

* Quantity

* Unit Price

Add Discount

Add To Transaction

Transaction Summary

- Jet A Fuel	\$397.47	Edit
100 Each @ 3.55000	\$355.00	
Sales Tax @ 7.62500%	\$24.32	Exempt
State Tax @ 9.20000%	\$29.35	Exempt
Federal Tax Jet @ 0.24300	\$24.30	Exempt
Special Customer	\$(35.50)	

Total

Expand All

Collapse All

Select "X" to remove the discount.

View Discount Details



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

Add Product

* Select

* Quantity

* Unit Price

Add Discount

Add To Transaction

Transaction Summary

- Jet A Fuel	\$397.47	Edit	⊗
100 Each @ 3.55000	\$355.00		
Sales Tax @ 7.62500%	\$24.32	Exempt	
State Tax @ 9.20000%	\$29.35	Exempt	
Federal Tax Jet @ 0.24300	\$24.30	Exempt	
Special Customer	\$(35.50)		⊗

Total \$397.47

Expand All Collapse All

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

Complete Transaction