



Applying a Trade Discount in POS

TOTAL DUE
\$1,711.88

Cash
 Check Number ABA
 Bankcard Number

1. Process the sale/order as normal until you reach the "Total Due" screen. This is where the discount will be applied if applicable.

TOTAL DUE
\$1,711.88

Select credit card

This customer has credit cards on file.
Show the list of credit cards for this customer?

2. If the transaction is on an account, and has a credit card on file, the "Select credit card" box will appear. If so, click "No".

- If the customer would like to pay with the card on file, be sure to complete step 6 to re-select the credit card on file after the discount has been applied.

Point-of-Sale Total - Order #320884 - Store: 4 PAULB LLC-MECHANICSBURG Terminal: 414 Signed On User: JSW1

File Action Tools Help

Alt Tend F2 Post ESC **Disc Ctrl+D** Void Trx F10 Menu KPad -- Save F5 Suspend Ctrl+S Total KPad + Clear F12 Help F1

TOTAL DUE
\$1,711.88

Trade Discount

PLEASE ENTER A PERCENT OR AN AMOUNT

Discount Percent
 Dollars Off

3. Click on "Disc" or hit "Ctrl+D" to apply a discount to the transaction.

- If items on the transaction are discountable, the "Trade Discount" box will appear. Proceed to step 4 to apply the discount.

TOTAL DUE
\$1,711.88

Cash
 Check Number ABA
 Bankcard Number

No items are discountable

Note: If no items on the transaction are discountable, the "Trade Discount" box will not appear, and a "No items are discountable" message will appear at the bottom of the screen. Proceed to take payment and complete the transaction as normal.

TOTAL DUE

\$1,711.88

Trade Discount

PLEASE ENTER A PERCENT OR AN AMOUNT

Discount Percent

Dollars Off

OK

Cancel

4. Enter the discount amount (eg. 10 for 10%) into the "Discount Percent" field, then click "OK", or hit "Enter" to apply the discount.

TOTAL DUE

\$1,540.69

Cash

Check Number ABA

Bankcard Number

5. The Total Due will reflect the after 10% total for all discountable items on the transaction.
- The discount amount will also be reflected in the "Trade Discount" field at the bottom of the screen.
 - Proceed to take the customers payment and complete the transaction as normal.

*4 CASH - MECHANICSBURG

| | | | | | |
|----------|---------|----------------|---------|-------------|---------|
| Taxable | 1453.48 | Trade Discount | -161.50 | Balance Due | 1540.69 |
| Subtotal | 1614.98 | Sales Tax | 87.21 | Total | 1540.69 |

Point-of-Sale Total - Order #321001 - Store: 4 PAULB LLC-MECHANICSBURG Terminal: 414 Signed On User: JSW1

File Action Tools Help

Alt Tend F2 Post ESC Disc Ctrl+D Void Trx F10 Menu KPad -- Save F5 Suspend Ctrl+S

Totals Menu

DISPLAY

A Dynamic Promotions Pricing

MISCELLANEOUS

1 Fax This Document
 B e-Mail This Document
 E Exchange Foreign Currency
 G Print Labels
 H View Loyalty Summary
 P Allow swipe of chip card
 R Enter Dated Billing
 U Address Verification Test
 W iNet Credit Authorization

TRANSACTION

4 Enter Document Reference
 5 Change Print Sequence
 6 Enter Customer Information
 7 Change Date or Invoice Number
 8 Select Credit Card
 9 Append Special Order Items to PO
 F Post Freight
 J Require Signature
 M Ship Via
 X Accept Deposit
 Y Allow manual card entry on PIN pad

6. To re-select a credit card on file after the discount has been applied, click on the "Menu KPad" or hit the "-" key to open the "Total Menu".
- Click on "Select Credit Card" or hit "8" on your keyboard to select the credit card on file.