

BIG HAIRY DOG FEATURE OF THE MONTH



THE INDUSTRY LEADER IN
RETAIL PRO SALES & SUPPORT

Receipt Discounting Methods

Version 8

Aug, 2016

https://youtu.be/hkzU_eC6FRI

In Retail Pro v8 you can take a discount at two levels in a Receipt: Transaction (Global) or item by item

1. Transaction (Global) discount:

The screenshot shows the "New Receipts" form in Retail Pro. The "Customer Info" section is empty. The "Receipt Type" is set to "Sale". The "Date" is 6/20/2016, "Time" is 3:57:13 PM, and "Cashier" is Admin. The "Receipt #" is 6. A table lists one item: Item # 7, DCS MENT..., Ven... NIKE, Desc 1 Pocket Tee, Attr Wht, Size XL, Qty 1, Disc % 50.0000, Rcpt P\$ 22.99, Ext P\$ 22.99. Below the table, the "Sub Total" is 22.99. The "No of Items" is 1, "Disc %" is 50.0000, and "Tax %" is 0.00. The "Total" is 11.50. Two yellow arrows point to the "Disc %" field in the table and the "Disc %" field in the subtotal section.

This discount is taken in the subtotal section of the receipt for the entire transaction and is not reflected at the item level.

2. Item Level Discount:

The screenshot shows a 'New Receipts' form with the following details:

- Customer Info:** SO Number, Bill To Cust #, Bill To Full Name.
- Receipt Info:** Receipt # 7, Receipt Type Sale, Date 6/21/2016, Time 3:59:38 PM, Cashier Admin.
- Item List:**

Item #	DCS	Ven...	Desc 1	Attr	Size	Qty	Disc %	Rcpt PS	Ext PS
7	MENT...	NIKE	Pocket Tee	Wht	XL	1	49.98	11.50	11.50
- Summary:** Total Qty Sold 1, No of Items 1, Sub Total 11.50, Disc % 0.0000, Tax % 0.00, Total 11.50.

This discount is on each item and can be different per item

Note: While Item level discounts are recognized by all reports, it is important to understand that not all reports take into account the global discount. This can result in inaccurate reporting by over stating the Extended Price and Margin amounts.

For assistance with reporting issues, contact Big Hairy Dog @ 916-368-1070