coupon guide

Use these steps to create a system that will help you process tickets and track the use of coupons so that you can easily measure their effectiveness.

Coupon Payment Type Setup
1. From the menu bar, click on the Blueprints icon.
2. Click the Payment Types button.
3. Click the Add button and type in Coupon (or Groupon) for the name of the new payment type.
4. Click the OK button.
5. Place a check the Non Revenue box, and then click the Update button.
   ❖ Since the Coupon company will reimburse you later you should not include this as revenue.

Coupon Discount Setup
By creating a discount, you will be able to correctly track the amount of discounts sold by the Coupon company.
1. From the menu bar, click on the Blueprints icon.
2. Click the Ticket button.
3. In the Table to Edit box, locate Discount and then click the Add button.
4. Type in Coupon (or similar) for the name of the discount and the discount code and then click the Add button.
5. In the Discount Type dropdown menu, choose Both $ or %.
6. In the Allow Usage dropdown menu, choose Ticket Line Only.
7. In the Usage on which Items dropdown menu, choose Discount Anything.
8. Type in a description of the discount in the Description field (optional).
9. In the Cateogry dropdown menu, choose Customer.
10. Click Return to Previous Screen.

Processing a Ticket
On the sales ticket you wish to apply or use a Coupon payment follow these steps.
1. Double click on the Discount Type field on the sales ticket.
2. Choose the Coupon discount and click Select.
3. Click on the Discount field and enter in the amount of the discount and click Enter.
4. Locate the Coupon Payment type from the list of payments (click the See More button for a complete list of available payment types).
5. Click the Select button.
6. Enter in the amount of the Coupon Certificate and click Enter.
7. Continue to process the ticket as usual.