

discounting tickets

Follow this easy procedure for discounting sales tickets.

Discounting a Sales Ticket by Line Item

1. Once your customer is ready to check out either from the appointment book with a service or if you have created a new ticket.
2. Determine the appropriate discount from the Discount List.
3. From the sales ticket, enter the discount code in the Disc Type field of the service or product you wish to discount.
4. If you have security set you will enter your password.
5. The service or product will be discounted the preset amount or percentage. Note: Some discounts will require you to enter the amount of the discount in the Discount field.

l	Staff2	Price	Disc Type	Discount	Ext Price
ia		50.00			50.00
ia		20.00	ER	10.00	10.00

Disc Ticket	Pct. (%)	Amount

Add Gratuity

Pay Type	Amount	#

SubTotal	60.00
Discount	0.00
Tax	0.50
Gratuity	0.00
Total	60.50
Payments	0.00
Due	60.50

Process Ticket Void Ticket New Ticket Print Ticket

Discounting an Entire Sales Ticket

1. Once your customer is ready to check out either from the appointment book with a service or if you have created a new ticket.
2. Determine the appropriate discount from the Discount List.
3. From the sales ticket, enter the discount code in the Disc Ticket field.
4. If you have security set you will enter your password.
5. The entire ticket will be discounted the preset amount or percentage. Note: Some discounts will require you to enter the amount of the discount in the Pct (%) or Amount field.

l	Staff2	Price	Disc Type	Discount	Ext Price
a		50.00			50.00
a		20.00			20.00

Disc Ticket	Pct. (%)	Amount
Gen	10.00	7.00

Add Gratuity

Pay Type	Amount	#

SubTotal	70.00
Discount	7.00
Tax	0.90
Gratuity	0.00
Total	63.90
Payments	0.00
Due	63.90

Process Ticket Void Ticket New Ticket Print Ticket

