

# promotional sale

The promotional sale feature allows you to automatically add discounts to sales tickets for products or services during a certain date range. This is perfect for special promotions such as holidays.

**Promotional Sale**

Information

**Promotion Sale**

Name: Promotion Sale

Discount to use for Sale:

Discount Name: [Dropdown]

To Use Off Service: [Dropdown]

Discount Type: [Dropdown] Amount: 10.00

Date Range:

From: 6/17/2011 To: 6/20/2011

Apply Discount to:

- All Services by Category
- All Services by Staff
- Selected Services
- All Products
- All Products by Category
- All Products by Staff Category
- All Products by Vendor

Return to Previous Screen

## Adding a Promotional Sale

1. From the menu bar, click on the Blueprints icon.
2. Click the Ticket button.
3. In the Table to Edit box, click Promotional Sale and then click the Add button.
4. Type in the name of the promotional sale, and click the Add button.
5. Choose a discount that will automatically be applied to the sales tickets in the Discount to use for Sale field.
6. Enter a date range that the promotional sale will be automatically applied in the Date Range field.
7. Select the items you would like this discount to be applied to in the Apply Discount to field.
8. Click the Return to Previous Screen button when you are finished.

First/Last: Customer Balance: 0.00

Add New View Info Search

Number: [Field] Status: Open Date: 6/17/2011 Staff: [Field]

Qty	Item#	Item Name	Staff1	Staff2	Price	Disc Type	Discount	Ext Price
1	Sb	Signature Blowout	Sb		35.00	10%	3.50	31.50

Subtotal: 31.50  
Discount: 0.00  
Tax: 0.00  
Gratuity: 0.00  
Total: 31.50  
Payments: 0.00  
Due: 31.50

Process Ticket Void Ticket New Ticket Print Ticket

## Processing a Ticket

1. From an open sales ticket, add the items for the client.
2. When the item added qualifies under the promotional sale, the discount will automatically be applied in the Disc Type field.
3. Process the ticket as usual.

## Discount Summary Report

The Discount Summary report lists all of the discounts used for a particular time frame. The report will group the discounts into one field and will note the number of tickets that were discounted using that code. Use this report to track all discounts and promotions.

1. From the menu bar, click on the Reports icon.
2. Double click on Discount Summary the report list side navigation. You will find it under the Sales Tickets category.
3. Enter the date range.

