## MYOB Advanced Quick Guide Sales Prices and Discounts

Cloud Solutions for Bigger Business



## **Table of Contents**

Table of Contents	2
Introduction	3
Sales Pricing Methodology	3
Working with Customer Specific Prices	5
Customer Prices	5
Working with Sales Price Lists	6
Base Price List	6
Example 1 – Reading the price from the BASE Price List	6
Example 2 – Using the Base Price List to calculate the price in Foreign Currency	7
Example 3 – Transacting with a foreign customer with no price list and ignoring the Base Price List	9
Example 4 – Working with a sales price List	10
Discounting	12
Creating Discount Codes	12
Managing Discount Codes	13
Working with Discounts	14
Example 1 – Document Discount	14
Example 2 – Line Discount	15
Example 3 – Group Discount	16
Example 4 – Document and Line Discount Combination	18
Example 5 – Line Discount Excluded from Document Discount	20
Example 6 – Group Discount Skipping Document Discount	22
Example 7 – Prorate Group Discount	24
Example 8 – Manual Discount	26
Protecting Margin from Discounting	28
Sales Order Preferences	28
Minimum Markup Percentage	28
Example 1 – Protecting Margin	29



## Introduction

This quick guide discusses the available sales pricing strategies that can be deployed within MYOB Advanced sales transaction.

The sales strategies that are discussed are the setup of base prices, the price list structure and also various discount scenarios at hand with examples of how the discounts are applied.

This quick guide takes screen shots from and was tested using MYOB Advanced Enterprise edition Version 1.00.4412.00

## **Sales Pricing Methodology**

The diagram below outlines the flow that determines how an inventory item is priced in a sales transaction. MYOB Advanced uses either Customer Prices or Sales Prices to determine how an item is priced for a sales transaction. Depending on which pricing method is used leads to the next option, should the item be discounted?



The starting point is the question does the customer have specific pricing for the item being sold? If the client does then the sales price list will be ignored for that item and the customer price will override the sales price used in the sales transaction.

When customer price is the method used to price the inventory item in the sales transaction the next question is determined from the setting *Ignore Configured Discounts When Customer-Specific Price is Defined*, which is found in the Price / Discount Calculation Tab found in menu path [Finance \ AR \ Configuration \ Setup \ AR Preferences].

🕑 Ignore Configured Discounts When Customer-Specific Price is Defined

By switching this option on you have the option to enforce that the customer price agreed will not be discounted by any further discounts. If this setting is switched off then the customer can enjoy a discount on this item if applicable.



If customer specific prices are not used then the sales price list will decide the inventory item sales price to be used in a sales transaction.

By default MYOB Advanced provides a default price list called the BASE price list.

Every stock and non-stock item that is created is immediately assigned to the BASE price list and the price assigned to the BASE price list is taken from the field Current Price on the Price / Cost tab on the item master record in the default currency.

It is not mandatory to work with multiple price lists, if that is the case then every transaction where there is no customer specific pricing will take the price from the BASE price list.

Should you sell on an infrequent basis to foreign customers and you are happy to invoice in the foreign currency without maintaining a foreign currency sales price list then it is important to enable the setting *Always Calculate Price from Base Currency Price*.

This setting will convert the BASE price in to the foreign currency based on the exchange rate used by the customer, this exchange rate is determined by the rate type linked to the customer. If this setting is not switched on then the Unit Price on the sales transaction will be \$0 and the end user would have to specify the price. This setting is found which in the Price / Discount Calculation Tab found in menu path [Finance \ AR \ Configuration \ AR Preferences].

Price Calculation Details		
Default Rate Type:	SPOT	P 🖉
	Always Calculate Price from Base	Currency Price

If you want to sell an item at differing prices or currencies to differing sets of customers this can be achieved by using multiple price lists and assigning differing prices or currencies per price list.

The client can then be assigned to a price list that matches the price that you want the client to receive when ordering.

Every price list allows the ability to sell at a different price based on a quantity break, so the base price may be \$100 but the Trade Price list may be \$95 and this trade price can be lower, let's say \$90 when buying 10 or more items.

If a customer orders an item that is not included on the price list assigned to the customer then the price of the item is taken from the BASE price list.

Further pricing rules can be specified by using a discounting structure, this quick guide will discuss a number of discounting strategies including

- Document discounts
- Line item discounts
- Group discounts
- Manual discounts
- Enforcing Discount limits to protect margin



## **Working with Customer Specific Prices**

Customer prices is the starting point for determining the sales price used on a sales transaction, if there is no customer price set then the customer price class (price list) associated to the customer will be used in the sales transaction. If the customer is not attached to a price list or the item sold is not attached to a price list linked to the customer then the BASE price list will be used.

#### **Customer Prices**

Customer prices are specified per customer in menu path [Finance \ AR \ Work Area \ Manage \ Customer Prices]. In the screen below you will see that this customer has a customer price of \$85 for this inventory stock item.

« C MAIN - Custo	mer Prices 😙						
Customer: • Currency:	EXAMPLE0 - Example Zero USD Promotional Prices	Price Man Price Worl Item Price Item Class	ager:		م م ه م	i Me My	
c 🖌 + 🗎	Preload from Inventory	Select an Action: Copy Prices	<ul> <li>Process</li> </ul>	Process All			× -
Inventory ID	Current Break Qty	Current Price Effective Date	Last Break Qty	Currency	Pending Pending Price Date	Price Pendin Break Qt	g Last Price y
EXAMPLE0	1.00	85.000000 10/12/2014	0.00	USD	0.000000	0.0	0.000000

This price will override any given price that is included on a sales price list.

The following setting on the Price/Discount Calculation tab *Ignore Configured Discounts When Customer Specific Price* in menu path [Finance \ AR \ Configuration \ Setup \ AR Preferences] will determine if any further discount of the item will be allowed.

#### ✓ Ignore Configured Discounts When Customer-Specific Price is Defined

When this setting is enabled then the discount codes will be ignored in pricing the inventory item. If this option is switched off then the client may receive a further discount on the inventory item transaction.

In this example the customer sales order will take the customer specific price of \$85 and ignore all further discounts due to the setting "Ignore Configured Discounts when customer-specific price is defined" is enabled.

Order Type:	SO	¢ • ۵۵	istomer:	EXAM	IPLEO - Example Zero		R	Ordered Qty.	:	1.00		
Order Nbr.:	<new></new>	<i>ب</i> ۹	cation:	MAIN	- Primary Location		Q	VAT Exempt 1	Total:	0.00		
Status:	Open	Cu	irrency:	USD	1.00	• View	base	VAT Taxable	Tot	0.00		
	🔲 Hold			Crea	dit Hold			Tax Total:		0.00		
• Date:	11/12/2014	+ • Pr	oject:	X - No	n-Project Code.		Q	Order Total:		85.00		
<ul> <li>Requested On:</li> </ul>	11/12/2014	₹ De	escription:									
Customer Order:												
Customer Ref:												
Document Details	Tax Details	Commissions	Financial S	ettings	Payment Settings	Shipping S	ettings	Discount Details	Shipments	Payments	Total	5
c 🖉 +				ice A	Add Item PO Lin	ik Inven	tory Summ	ary    ↔	x			
🕘 🗋 🕈 Branch	*Inventory ID	Free Item	•Warehou	*U0N	Quantity	Qty. On Shipments	Open Q	ty. Unit Price	Disc Per	ount Di rcent A	iscount Amount	Discount Code
	EXAMPLEO		RESALE	PC	1.00	0.00	1.	00 85.000000	0.00	0000	0.00	



### Working with Sales Price Lists

If a customer has no specific pricing arrangement then the item price used in the sales transaction will be taken from a price list, this may be the BASE price list or the price list linked to the customer.

Now it has been established that the sales transaction will retrieve the sales price from a price list, MYOB Advanced will check if the inventory item used in the sales transaction is listed on the price list linked to the customer. If the item is listed the next check is the quantity ordered is cross referenced to determine the correct sales price based on quantity breaks.

If the item is not on the price list linked to the customer then the BASE price will be used.

Customers that do not have specific pricing and are not linked to a price list will use sales price from the BASE price list in the sales transaction.

This section will explain the BASE price list and outline how to work with sales prices and cover possible scenarios that you may face.

#### **Base Price List**

The BASE price list is an inbuilt system price list based in the default currency of the company. Every inventory which is created in MYOB Advanced is automatically added to this price list when the inventory item is saved.

The price that is used on the BASE price list is taken from the Current Price from the Inventory Master record, the field current price is located on the tab Price/Cost Info tab of the item master record.

#### Example 1 – Reading the price from the BASE Price List

In this example the sales transaction will read the price from the BASE price list. In the screen shot below the inventory item is priced at \$50 on the master record under the tab Price/Cost.

* Inventory ID:	EXAMPLE1 - Using the Stock	Item Default ル	Product W	orkgroup:			Q	
Item Status:	Active 👻		Product M	anager:			Q	
Description:	Using the Stock Item Default	Price						
General Settings Price/Co	ost Info Warehouse Details	Sales Prices	Customer Prices	Vendor Prices	Vendor Details	Attributes	Packaging	Restriction Groups
Base Price			Price Manag	gement —				-
Price Class:		ρ 🧟	Price Wor	kgroup:			Q	
Pending Price:	0.000000		Price Man	ager:			Q	
Pending Price Date:	· · · · · · · · · · · · · · · · · · ·				🔲 Subject to Com	mission		
Current Price:	50.000000		Min. Mark	up %:	0.000000			
Effective Date:	08/12/2014		Markup %	i:	0.000000			
Last Price:	0.000000		MSRP:		0.000000			

The screen shot below demonstrates the current price of the item is consequently populated on to the BASE price list.

* Cu * Cu	istomer irrency:	Price Class:	B/	ASE - Base Price Class SD Promotional Prices	٩	Pr Pr Ite	ice Manager: ice Workgroup: m Price Class: m Class:			ļ	م م الا	<u>Ме</u> Му		
С	/	+ 🗉		Preload from Invento	ory Select an	Action: Copy P	rices 🔻 Pro	ocess Pro	cess All 🛛 🛏	• 🗶 👍				X -
Ē		*Inventory ID	Ŧ	Description	Price Class	*UOM	Current Break Qty	Current Price	Tax	Effective Date	La	st Break Qty	Last Price	Currency
>		EXAMPLE1		Using the Stock Item		PC	0.00	50.000000		08/12/2014		0.00	0.000000	USD



In the screen shot below demonstrate that the customer master data reflects no price list is linked therefore the sales price used in the sales transaction is derived from the BASE pricelist.

• Customer ID:		EXAM	IPLE1	Q	Status: Active		Ŧ	Bala	nce:		0.00	
Customer Nar	ne:	Exam	ple 1						Prep	oayments Balan	ce:	0.00
General Info	Billing Settin	gs C	Delivery Settings	Locations	Payment Me	ethods	Contacts	Sales	persons	GL Accounts	Mailing Settings	
Shipping Contac	ct					Defau	ult Location Se	ttings				
		🕑 San	ne as Main			Loc	ation Name:		Prima	ry Location		
Company Nan	ne:	Exam	ple 1			Tax	Registration I	D:				
Attention:						Tax	Zone:				Q	R
Email:					$\bowtie$	Chi	ping Drench				P	<b>3</b>
Web:					₿	Pric	e Class ID:				Q	£

In the sales order transaction below the price of the item \$50 which is taken from the BASE price list.

Order Type:	SO	۰ Cu	stomer:	EXAMP	LE1 - Example 1		R	Ordered Qt	y.:	1	00	
Order Nbr.:	<new></new>	ρ • Lo	cation:	MAIN -	Primary Location		Q	VAT Exemp	t Total:	0	.00	
Status:	Open	Cu	rrency:	USD	1.00	- View	base	VAT Taxabl	e Tot	0	.00	
	Hold			Cred	it Hold			Tax Total:		0	.00	
• Date:	15/12/2014	+ Pr	oject:	X - Nor	-Project Code.		Q	Order Total	: -	50	.00	
• Requested On:	15/12/2014	▼ De	scription:						-		_	
Customer Order:												
Customer Ref:												
Document Details	Tax Details	Commissions	Financial Se	ttings	Payment Settings	Shipping S	ettings	Discount Details	Ship	ments Pay	ments Tota	5
с 🖉 н	• <u> </u>	Bin/Lot/Serial	Add Invoi	ce A	dd Item PO Li	nk Inven	tory Summ	iary  ⇔	×			
🖹 🖟 🗋 *Branch	*Inventory ID	Free Item	*Warehou	*UON	Quantity	Qty. On Shipments	Open Q	ty. Unit Pric	e	Discount Percent	Discount Amount	Discount Code
1 🛛 🗅 MAIN	EXAMPLE1		RESALE	PC	1.00	0.00	1.	00 50.00000	0	0.000000	0.00	

# Example 2 – Using the Base Price List to calculate the price in Foreign Currency

This example will demonstrate what happens when the setting *Always Calculate Prices from Base Currency Price* which is found on the Price/Discount Calculation tab in menu path [Finance \ AR \ Configuration \ AR Preferences] is enabled.

General Settings	Price/Discount Calculation	Dunning Settings	Mailing Settings	
Price Calculation De	tails			
Default Rate Type	SPOT		P	
	🛃 Alway	s Calculate Price from	Base Currency Price	2

The following customer who transacts in GBP will be used for this example.



Customer ID:		EXAMPLE2	Q	Statu	s: 🛛	Active	Ŧ	Bala	ance:		0.00
Customer Name:	1	Example 2						Pre	payments Balan	ce:	0.00
General Info Billi	ing Settings	Delivery Settings	Locations	Payment M	ethods	Contacts	Sale	spersons	GL Accounts	Mailing Settings	
Main Contact					Financ	ial Settings -					
Company Name:	1	Example 2			+ Cust	omer Class:		DEFA	ULT - Customer	within NY Area 🔎	R
Attention:					Tern	ns:		07D -	7 Days	م	R
Email:					+ State	ement Cycle	ID:	15		Q	R
Web:				₽				🗌 Aut	o-Apply Paymer	nts	
Phone 1:								💽 App	oly Overdue Cha	rges	
Phone 2:								📄 Ena	ble Write-Offs		
Fax:					Weie	Off Limits			0.00		_
Account Ref.#:					Curr	ency ID:		GBP	P de la	Enable Currency	Override
Parent Record:				₽ £	Curr	Rate Type :		BANK	₽ €	Enable Rate Over	ride

This client is also not linked to any price class ID therefore the BASE price list will be used, remember the BASE price list is in the default currency which is USD.

General Info	Billing Settings	Delivery Settings	Locations	Payment Methods	ment Methods Contacts Salesper			Mailing Settings	
Shipping Conta	act			Defau	It Location Se	ttings			
		Same as Main		Loca	ary Location				
Company Na	me: E	ample 2		Tax	Registration I				
Attention:				Tax	Zone:			Q	£
Email:				🖂 Ship	ping Branch:			م	R
Web:				Pric	e Class ID:			Q	R

The Sales transaction for this customer is as follows;

Order Type:	SO	۰ Cu	istomer:	EXAM	PLE2 - Example 2		R	Ordered Qty.	:	1.00		
Order Nbr.:	<new></new>	۰ Lo	cation:	MAIN	- Primary Location		Q	VAT Exempt 1	Total:	0.00		
Status:	Open	Cu	irrency:	GBP	1.63934426	* View	/ base	VAT Taxable	Tot	0.00		
	🔲 Hold			Cree	lit Hold			Tax Total:		0.00		
• Date:	15/12/2014		oject:	X - No	n-Project Code.		Q	Order Total:		30.50		
Requested On:	15/12/2014		escription:									
Customer Order:												
Customer Ref:												
Document Details	Tax Details	Commissions	Financial Se	ttings	Payment Settings	Shipping S	Settings	Discount Details	Shipments	Payments	Totals	5
C L -	- 🗑	Bin/Lot/Serial	Add Invoi	ce d	Add Item PO Lir	nk Inver	ntory Sumr	mary    ↔	x			
🖹 🖟 🗋 *Branch	*Inventory ID	Free Item	*Warehou	*UON	Quantity	Qty. On Shipments	Open C	Qty. Unit Price	Di: P	scount E ercent	)iscount Amount	Discount Code
🖉 🕒 🛅 MAIN	EXAMPLE2		RESALE	PC	1.00	0.00	1	.00 30.500000	0.0	00000	0.00	

The way that the above is calculated is as follows. As there was no customer specific pricing or price list used the sales transaction took the BASE price of \$50. Due to the enablement of the setting *Always Calculate Prices from Base Currency Price* the \$50 Base price is converted to GBP at the exchange rate that is used on the rate type linked to the customer.



# Example 3 – Transacting with a foreign customer with no price list and ignoring the Base Price List

This example will demonstrate what happens when the setting *Always Calculate Prices from Base Currency Price* which is found on the Price/Discount Calculation tab in menu path [Finance \ AR \ Configuration \ AR Preferences] is disabled.

General Settings	Price/Discount Calculation	Dunning Settings	Mailing Settings				
Price Calculation De							
	Alway:	Always Calculate Price from Base Currency Price					

The client in this example is also using the British Pound as its currency.

• Customer ID:	[	EXAMPLE3	Q	Stat	us:	Active	Ŧ	Bala	ance:		0.00
Customer Nar	me: [	Example 3		<u>.</u>				Pre	payments Balan	ce:	0.00
General Info	Billing Setting	s Delivery Settings	Locations	Payment M	/lethods	Contacts	Sales	persons	GL Accounts	Mailing Settings	
Main Contact _					Finan	cial Settings .					
Company Nan	ne:	Example 3			+ Cust	tomer Class:		DEFA	ULT - Customer	within NY Area 🔎	R
Attention:					Terr	ms:		07D -	7 Days	Q	Æ
Email:					+ Stat	ement Cycle	ID:	15		Q	£
Web:				Đ				🗌 Aut	to-Apply Paymer	nts	
Phone 1:								🖉 Ар	oly Overdue Cha	rges	
Phone 2:								📄 Ena	ble Write-Offs		
Fax:					with	e on timit.			0.00		
Account Ref.#	t:				Curr	rency ID:		GBP	P & (	Enable Currency	Override
Parent Record	d:			₽ £	Curi	r. Rate Type :		BANK		Enable Rate Over	rride

Also this client is not linked to any price class ID therefore the BASE price list would be used in any sales transaction.

General Info	Billing Settings	Delivery Settings	Locations	Payment Methods	Contacts	Salespersons	GL Accounts	Mailing Settings
Shipping Conta	ct			Defau	t Location Se	ettings		
		Same as Main		Loca	tion Name:	Prima	ary Location	
Company Na	me: Ex	ample 3		Tax	Registration I	D:		
Attention:				Tax	Zone:			P
Email:				Ship Ship	ping Branch:			p 🖉
Web:				🕞 Price	Class ID:			P



From the above configuration the sales order transaction will populate a unit price of \$0. This configuration requires the end user to enter a GBP price for this sales transaction.

Order Type:	SO	¢ • ۵	istomer:	EXAMP	LE3 - Example 3		R	Ordered Qty	:	0.00		
Order Nbr.:	<new></new>	,р • Lo	cation:	MAIN	Primary Location	1	Q	VAT Exempt	Total:	0.00		
Status:	Open	Cu	irrency:	GBP	1.63934426	5 view	v base	VAT Taxable	Tot	0.00		
	Hold			Cred	it Hold			Tax Total:		0.00		
• Date:	15/12/2014		oject:	X - Nor	n-Project Code.		Q	Order Total:		0.00		
Requested On:	15/12/2014		escription:									
Customer Order:												
Customer Ref:												
Document Details	Tax Details	Commissions	Financial Se	ttings	Payment Settings	s Shipping S	Settings	Discount Details	Shipments	Payment	s Tota	s
с 🖉 н	• 👔 🗌	Bin/Lot/Serial	Add Invoid	ce A	dd Item PO l	.ink Inver	ntory Sumr	mary    ↔	x			
🖹 🖟 🗋 *Branch	*Inventory ID	Free Item	*Warehou	*UON	Quantity	Qty. On Shipments	Open (	Qty. Unit Price	Di P	scount ercent	Discount Amount	Discount Code
1 🛛 🗋 MAIN	EXAMPLE3		RESALE	PC	0.00	0.00	0	0.000000	0.0	00000	0.00	

#### **Customer Price Lists**

Customers can be grouped into differing categories such as customer types (Retail or trade) or customer locations (European or American). When categorizing these customers you may want to sell at different prices or sell in different currencies.

Customer price lists allow you to group your inventory items into price lists to meet these needs. These price lists are then assigned to the customers.

#### Example 4 – Working with a sales price List

This example will demonstrate the inventory pricing used in a sales transaction when a customer is linked to a price list.

In this example the following inventory item and price list will be used.

<ul> <li>Customer Price Class:</li> <li>Currency:</li> </ul>	CUPRICE001 - Customer price class 1 p	Price Manager:     Price Workgroup:		ာ Me	
	Promotional Prices	Item Price Class:		р <i>«</i>	
		Item Class:		Q	
c 🖌 +	Preload from Inventory Select	an Action: Copy Prices 👻 Pro	ocess Process All  ↔  🕱	<b>A</b>	X *
Inventory	Description Price Class	*UOM Pending Price Date	Pending Pending Pending Break Qty Price Tax	Current Curren Break Qty Price	t Tax Effective Date
> EXAMPLE2	Using a Sales Price List	PC	0.00 0.000000	1.00 45.00000	0 08/12/2014
EXAMPLE2	Using a Sales Price List	PC	0.00 0.000000	5.00 40.00000	10/12/2014

Also the following customer will be used which is linked to the price list above.

Customer ID:	EXAMPLE4	Q	Status:	/	Active	Ŧ	Bala	nce:		0.00
Customer Name:	Example4						Prep	payments Balan	ce:	0.00
General Info Billing Set	tings Delivery Settings	Locations	Payment Meth	nods	Contacts	Salesp	ersons	GL Accounts	Mailing Set	tings
Shipping Contact				Defaul	t Location Se	ttings _				
	🕑 Same as Main			Loca	tion Name:		Prima	ry Location		
Company Name:	Example4			Tax I	Registration II	D:				
Attention:				Tax 2	Zone:					P
Email:				Ship	ping Branch:					0 🖋
Web:			Ð	Price	Class ID:		CUPR	CE001		P



The sales order transaction will check the price list CURPRICE001 to get the correct sales price for the inventory item.

• Order Type:	SO	Р • Си	istomer:	EXAM	LE4 - Example4		R	Ordered Qty.:		6.00		
Order Nbr.:	<new></new>	ol • ۲۵	cation:	MAIN	Primary Location	0	Q	VAT Exempt T	otal:	0.00		
Status:	Open	Cu	irrency:	USD	1.00	v Vie	w base	VAT Taxable T	ot	0.00		
	🔲 Hold			Cred	it Hold			Tax Total:		0.00		
• Date:	15/12/2014	+ • Pr	oject:	X - Nor	n-Project Code.		Q	Order Total:		240.00		
Requested On:	15/12/2014		escription:									
Customer Order:												
Customer Ref:												
Document Details	Tax Details	Commissions	Financial Se	ttings	Payment Settings	Shipping	Settings	Discount Details	Shipment	s Payment	ts Tota	is
с 🖉 н	- <u> </u>	Bin/Lot/Serial	Add Invoi	ce A	dd Item PO L	ink Inve	entory Summ	nary    ↔	x			
🖹 🖟 🗋 *Branch	*Inventory ID	Free Item	*Warehou	*UON	Quantity	Qty. On Shipments	i Open Q	ty. Unit Price	[	)iscount Percent	Discount Amount	Discount Code
🖉 🕒 🛅 MAIN	EXAMPLE2		RESALE	PC	6.00	0.00	6.	40.00000	0	.000000	0.00	

Changing the quantity from 6 to 1 will refresh the pricing in the sales transaction as per the sales price list.

	Docum	ent Details	Tax Details	Commissions	Financial Set	ttings	Payment Settings	Shipping S	Settings Di	scount Details	Shipr	ments	Payments	Totals	
	G	∕ +	<u> </u>	Bin/Lot/Serial	Add Invoic	e A	dd Item PO L	ink Inver	ntory Summa	γ    ↔	x				
1	2 0 C	*Branch	*Inventory ID	Free Item	*Warehou	*UON	Quantity	Qty. On Shipments	Open Qty	. Unit Price		Discou Perce	unt Disc ent Am	ount ount	Discount Code
-	00	MAIN	EXAMPLE2		RESALE	PC	1.00	0.00	1.00	45.00000		0.0000	00	0.00	



## Discounting

MYOB Advanced offers a number of discounting strategies that can be used in conjunction with customer specific pricing and sales prices.

This section will discuss the setup of discounts and provide a number of discounting example behavior that each configuration will offer.

## **Creating Discount Codes**

MYOB Advanced uses discount codes as the mechanism for discounting in a sales transaction. Discount codes are created in menu path [Finance \ AR \ Configuration \ Manage \ Discount Codes].

<<	С	MAIN	Ŧ	Discount	Codes	ť
----	---	------	---	----------	-------	---

	<b>n</b>						
0	+ 🗊	↔  X					
	*Discount <b>T</b> Code	Description	Discount Type	*Applicable To	Manual	Exclude From Discountable Amount	Skip Document Discounts
>	EX4	Example 4 Document Discount over \$1k	Document	Customer			
	EX5	Example 5 - 10% line discount on 10 or more	Line	Item			
	EX6	Group Discount Buy two get one free	Group	Warehouse and Item			
	EX7	Line Discount to be used with document discount	Line	ltem			
	EX8	Exclude from Discountable Amount	Line	Item			
	EX9	Group total excluded from document discount	Group	Item			
	EX91	Manual line item discount	Line	ltem			
	EX912	Example 12 Group Prorate on item	Group	Customer and Item			

#### **Discount Type**

There are 3 types of discount that you can work with which are Document, Line and Group discounts. A document discount is applied to the whole document. A line discount is a discount specified at line item level, these discounts can be included or excluded from a document discount. Finally group discounts allow you to offer discounts by free item, this is where you would want to offer a free item(s) instead of a percentage or amount.

#### Applicable To

This column setting is how the discount code will be applied in the sales transaction, the line and group discounts offer 15 options whereas the document discount only offers 5.

#### Manual

This column settings determines whether the discount would be automatically applied or manually applied. If this setting is ticked the discount will have to be manually applied to the sales transaction. If this column setting is not enabled then the discount will automatically be applied should the discounting criteria be met.

#### **Exclude from Discountable Amount**

This column setting is only available for line item discounts. When enabled this will exclude the line item discount from being included in any further discounts such as a document discount.

#### **Skip Document Discounts**

This column setting is only available for group item discounts. When enabled this will only apply the group discount to the whole sales transaction and all other discounts will be ignored.



### **Managing Discount Codes**

Once a discount code has been created it is managed via menu path [Finance \ AR \ Work Area \ Manage \ Discounts].

In this menu path based is where you would set the characteristics and discounts rules of how the discount would be applied in a sales transaction.

For a discount to be available the discount needs to be active and also the pending values need to be applied by using the Update Discounts button.

<<	O MAIN -	Discounts						
	n n	+ 🗑	K <	> >	Ipdate Discounts			
•	Discount Code:	EX4	,o Disco	ount by: Percen	t	Ŧ	Prorate [	Discount
•	Sequence:	01	0 Breal	k by: Amour	it			
D	Description: Discount Breakpoi	Example 4 Do	ocument Discount	over \$1k				
(	c +	<b>≘</b>    ↔	x					
	Break Amount	Discount Percent	Pending Break Amount	Pending Discount Percent	Pending Date	Last Break Amount	Last Discount Percent	Effective Date
>	1,000.000000	5.00	0.000000	0.00		0.000000	0.00	08/12/2014

If a discount requires to have an end date the setting *Promotional* should be enabled. Selecting this option will allow the discount to have a specified effective and expiration date for the discount.

« O MAIN -	Discounts 😙			
<b>n</b>	+ 🗑 K	< >	Update Discounts	
• Discount Code:	EX4 ,O	Discount by:	Percent 👻	Prorate Discount
Sequence:	01 Ø	Break by:	Amount	
	Active			
	Promotional	Effective Date:	08/12/2014 🔻	Expiration Date: 31/12/2014 👻
Description:	Example 4 Document	Discount over \$1k		
Discount Breakpoin	nts Customers			
c + i				
2			Break Amount	Discount Percent
>			1,000.000000	5.00



## Working with Discounts

In this section a number of discount examples are demonstrated. In each example the setup will be explained and how the discount will be used in the sales transaction will also be demonstrated.

#### **Example 1 – Document Discount**

In this document discount example a 5% discount will be applied to a sales transactions when the sales transaction is over \$1,000. This document discount will be applicable for specific customers only.

The following discount code has been created.

<<	C MAIN -	Discount Codes 😙					
	2						
	+ 🗑	↔  X					
	*Discount <b>T</b> Code	Description	Discount Type	<ul> <li>Applicable To</li> </ul>	Manual	Exclude From Discountable Amount	Skip Document Discounts
>	EX4	Example 4 Document Discount over \$1k	Document	Customer			

The discount code has the following characteristics

•	Discount Code:	EX4	ر Disc	ount by: Percen	t	-	Prorate D	)iscount
•	Sequence:	01	,O Brea	ak by: Amour	nt			
		Active						
		Promotiona	al					
	Description:	Example 4 Do	cument Discount	t over \$1k				
D	)iscount Breakpo	ints Custome	rs					
(	c +		x					
	Break Amount	Discount Percent	Pending Break Amount	Pending Discount Percent	Pending Date	Last Break Amount	Last Discount Percent	Effective Date
>	1,000.000000	5.00	0.000000	0.00		0.000000	0.00	08/12/2014

And the discount is available to the following customers.

[	Discount Break	points Customers
	с <b>+</b>	
	*Custome	Customer Name
>	EXAMPLE4	Example4
	EXAMPLE7	EXAMPLE7



Line 1 of the sales transaction below is for \$1,000 and therefore the document discount is applied and the order total reflects the 5% discount that the customer qualifies for.

• Order Type:	SO	o • Cus	tomer:	EXAMP	PLE4 - Example4		R	Ordered Qty.	2(	0.00	
Order Nbr.:	<new></new>	o • Loc	ation:	MAIN	- Primary Location		Q	VAT Exempt 1	fotal: (	0.00	
Status:	Open	Cur	rency:	USD	1.00	- View	base	VAT Taxable 1	rot (	0.00	
	Hold			Cred	lit Hold			Tax Total:		0.00	
• Date:	15/12/2014	+ Pro	ject:	X - Nor	n-Project Code.		Q	Order Total:	95(	0.00	
Requested On:	15/12/2014	• Des	scription:								
Customer Order:											
Customer Ref:											
Document Details	Tax Details	Commissions	Financial Set	tings	Payment Settings	Shipping S	ettings Dis	count Details	Shipments Pay	yments Tota	Is
с 🖉 -	F 🗑 🗌			e A	dd Item PO Link	. Inven	tory Summary	,    ⇔	x		
🖹 🕡 🗋 *Branch	*Inventory ID	Free Item	*Warehou	*U0N	Quantity	Qty. On Shipments	Open Qty.	Unit Price	Discount Percent	Discount Amount	Discount Code
1 🛈 🗋 MAIN	EXAMPLE4		RESALE	PC	20.00	0.00	20.00	50.000000	0.000000	0.00	

Further details of the discount can be viewed from the Discount Details tab and also the totals tab.

[	Document Def	tails Tax Detai	ils Commission	s Financial Se	ettings	Payment Settings	Shipping Settings	Discount Details	Shipr	nents I	ayments	Totals
	c +		x									
	Skip Discount	*Discount Code	Sequence ID	Туре	Manual Discount	Discountable Amt.	Discountable Qty.	Discount D Amt.	iscount	Free Item	1	Free Item Qty.
>		EX4	01	Document		1,000.00	0.00	50.00	5.00			0.00

#### **Example 2 – Line Discount**

In this line discount example a 10% discount will be applied at line level for every sales transaction for item EXAMPLE5 when 10 units or more are bought.

The following discount code has been created.

	+ 🗑		l⇔ x					
00	Discount Code	T	Description	Discount Type	*Applicable To	Manual	Exclude From Discountable Amount	Skip Document Discounts
>	EX5		Example 5 - 10% line discount on 10 or more	Line	Item			

The discount code has the following characteristics.

•	Discount Code: Sequence:	EX5 01 Active	p Disc p Bre	ak by: Quanti	t ty	*	Prorate D	liscount
[	Description: Discount Breakpo	Promotion     Example 5 - pints Items	nal 10% line discount	on 10 or more				
	c +		x					
	Break Quantity	Discoun Percen	t Pending t Break Quantity	Pending Discount Percent	Pending Date	Last Break Quantity	Last Discount Percent	Effective Date
>	10.00	10.00	0.00	0.00			0.00	08/12/2014



This line discount is only applicable to the following inventory item but available to all customers.

Discou	int Break	points	Items			
C	+	Ŧ	$ \leftrightarrow $	x	<b></b>	
🖹 🕈 İnv	entory ID		Des	scription		
> EXAN	/IPLE5		Line	e Discount	t	

The sales transaction below applies the discount as specified by the discount code.

Order Type:	SO	۰ Cus	tomer:	EXAMPLES	i - Example5		£	Ordered Qty	u:	10.00			
Order Nbr.:	000717	ب Loca	ation:	MAIN - Pri	mary Location		Q	VAT Exempt	Total:	0.00			
Status:	Open	Cur	rency:	USD	1.00	v View k	ase	VAT Taxable	Tot	0.00			
	🔲 Hold			🗌 Credit H	old			Tax Total:		0.00			
• Date:	15/12/2014	+ Proj	ject:	X - Non-Pr	oject Code.		Q	Order Total:		450.00			
Requested On:	15/12/2014	✓ Des	cription:										
Customer Order:													
Customer Ref:													
Document Details	Tax Details	Commissions	Financial Se	ettings Pay	ment Settings	Shipping Se	ttings	Discount Details	Shipments	Payments	Totals		
с 🖉 н	- <u>-</u>	Bin/Lot/Serial	Add Invo	ice Add I	tem PO Link	c Invento	ory Summ	iary    ⇔	x				
🖹 🖟 🗋 *Branch	*Inventory ID	*Warehou	*UON	Quantity	Qty. On Shipments	Open Qty.	Unit F	Price D	iscount l Percent	Discount Disc Amount Cod	ount e	Manual Discount	Disc. Unit Price
> 🖟 🗋 MAIN	EXAMPLE5	RESALE	PC	10.00	0.00	10.00	50.000	0000 10.	000000	50.00 EX5			45.000000

The discount code and amount are shown at line level and are not specified on the discount details tab or the totals tab.

#### **Example 3 – Group Discount**

In this group discount example the following will occur, for every sales transaction that buys 2 or more units of item EXAMPLE6 will receive a free EXAMPLE6 item when bought from the warehouse RESALE.

The following discount code has been created.

	*Discount ▼ Code	Description	Discount Type	*Applicable To	Manual	Exclude From Discountable Amount	Skip Document Discounts
>	EX6	Group Discount Buy two get one free	Group	Warehouse and Item			

The discount code has the following characteristics.

•	Discount Code:	EX6	Q	Di	scount by:	Free Item	1	Ŧ	Prorate Discount
•	Sequence:	01	Q	Br	eak by:	Quantity		-	
		Active	2						
		Prom	otional						
	Description:	Group [	Discount Buy	/ two get	one free				
۵	)iscount Breakpoin	ts Iter	ms Ware	houses	Free Item				
	c + i	ī    +	→ 🛛 🕅						
	Break Q	uantity	Free Ite	em Qty.	Last Bre	eak Quantity	Last Free Item Qty.	Effectiv	/e Date
>		2.00		1.00				08/12/2	2014



The discount is available only for item EXAMPLE6.

Discount	t Break	points	Items	Wareh	iouses	Free Item
G	+	÷.	↔	x		
🖹 *Inven	*Inventory ID De					
EXAMPLE6 Gr				ip Discou	int	

The discount will only be applied when the above item is used and the quantity is greater than 2 and also the discount is also applying a further restriction based on the following warehouse.

Discount Break	points Items	Warehouses	Free Item
c +		x	
📄 Warehous	Description		
> RESALE	Wholesale purch	nase warn but al	low on fly

When all the criteria are met then the discount will include the following free item into the sales transaction.

Discount Breakpoints	Items	Warehouses	Free Item	
Free Item:	EX	AMPLE6 - Group	Discoun	£
Pending Free Item:			Q	£
Last Free Item:				£
Last Update Date:	08	/12/2014		

The following sales transaction demonstrates how the group discount will be applied.

+ Ord	er Type:	SO	<b>۵</b> • Cu	ustomer:	EXAMP	LE6 - Example6		R	Ordered Qty.:		3.00		
Ord	er Nbr.:	<new></new>	¢ • Lo	ocation:	MAIN -	Primary Location		Q	VAT Exempt To	tal:	0.00		
Stat	us:	Open	Ci	urrency:	USD	1.00	- View b	ase	VAT Taxable To	t	0.00		
		Hold			Credi	t Hold			Tax Total:		0.00		
• Date	e:	16/12/2014		oject:	X - Non	-Project Code.		Q	Order Total:		100.00		
• Req	uested On:	16/12/2014	* D	escription:									
Cust	tomer Orde	r:											
Cust	tomer Ref:												
Docu	ment Detail	s Tax Details	Commissions	Financial S	ettings	Payment Settings	Shipping Se	ttings Disc	ount Details	Shipments	Payments	Totals	
С	1	+ 💼	Bin/Lot/Serial	Add Invo	ice Ad	ld Item PO Lin	k Invento	ory Summary	↔  ≥	< C			
	Branch	i *Inventory ID	Free Item	*Warehou	*UON	Quantity	Qty. On Shipments	Open Qty.	Unit Price	Disc Per	ount Di rcent A	scount Di mount Co	iscount ode
00	🗅 MAIN	EXAMPLE6		RESALE	PC	2.00	0.00	2.00	50.000000	0.00	0000	0.00	
0.1	MAIN	EXAMPLE6		RESALE	PC	1.00	0.00	1.00	0.000000	0.00	0000	0.00	

If the quantity on line 1 is increased from 2 units to 4 the free item on line 2 does not change as expected.

C	Document Details		ent Details	Tax Details	Commissions	Financial Settin	ngs F	Payment Settings	Shipping S	ettings Di	scount Details	Shipments	Payments Tot	als
	С		∕ +	÷.	Bin/Lot/Serial	Add Invoice	Ad	ld Item PO Li	nk Inven	tory Summa	ry  ⇔	x		
2	U		*Branch	*Inventor ID	Free Item	*Warehou *I	JON	Quantity	Qty. On Shipments	Open Qty	. Unit Price	Discou Perce	nt Discour nt Amour	t Discount t Code
I	0	D	MAIN	EXAMPLE6	;	RESALE PO	2	4.00	0.00	4.00	50.000000	0.0000	0.0 0.0	0
	0	D	MAIN	EXAMPLE6	j 🗸	RESALE PO	2	1.00	0.00	1.00	0.000000	0.0000	0.0	0



### **Example 4 – Document and Line Discount Combination**

In this example a document and line discount are combined, therefore sales transaction will apply the line discount and also the document discount afterwards should both discount criteria's be met.

The following discount codes has been created.

**Document Discount** 

	*Discount T Code	Description	Discount Type	<ul> <li>Applicable To</li> </ul>	Manual	Exclude From Discountable Amount	Skip Document Discounts
>	EX4	Example 4 Document Discount over \$1k	Document	Customer			

Line item Discount

E	*Discount Code	T	Description	Discount Type	*Applicable To	Manual	Exclude From Discountable Amount	Skip Document Discounts
>	EX7		Line Discount to be used with document discount	Line	Item			

The discount codes have the following characteristics.

**Discount EX4** 

•	Discount Code:	EX4	Disc	ount by: Percen	t	-	Prorate D	)iscount
•	Sequence:	01	D Brea	ak by: Amour	nt			
		Active						
		Promotion	al					
	Description:	Example 4 Do	ocument Discount	t over \$1k				
D	iscount Breakpo	ints Custome	rs					
(	c +		x					
000	Break Amount	Discount Percent	Pending Break Amount	Pending Discount Percent	Pending Date	Last Break Amount	Last Discount Percent	Effective Date
>	1,000.000000	5.00	0.000000	0.00		0.000000	0.00	08/12/2014

This discount is available to the following customers.

1	Discount Br	eakpoints	Custome	ers		
	c +	Ē	$ \leftrightarrow $	x		
	*Custome	e Custor	mer Name			
>	EXAMPLE	4 Examp	le4			
	EXAMPLE	7 EXAM	PLE7			



#### Discount Code EX7

•	Discoun	t Code:	EX7	Q	Disco	ount by:	Percen	t			Prorate D	iscount
•	Sequend	e:	01	Q	Brea	k by:	Quanti	ty				
			🛃 Active									
			Promot	ional								
	Descript	ion:	Line Disco	unt to be	used with o	locument disc	ount					
(	Discount	Breakpoin	i <b>ts</b> Items									
	c ·	+ 1	ĭ    ↔	×								
	Q	Break uantity	Discou Perce	int ent	Pending Break Quantity	Pending Di F	iscount Percent	Pending Date	Last B Qua	reak ntity	Last Discount Percent	Effective Date
>		10.00	20	00	0.00		0.00				0.00	08/12/2014

The discount is available to the following item.

[	Discour	nt Breakp	oints	lte	ems		
	G	+	Ŧ		↔	X	<b>A</b>
	*Inve	ntory ID			Descri	iption	
>	EXAM	PLE7			Docun	nent an	d line discount combination

The sales transaction below demonstrates that the line discount has been applied but the document discount is not applied because the order total is less than \$1,000.

• Order Type:	so ,	• Custo	omer: EX	AMPLE7 - EXAMPLE	7	R	Ordered Qty.:	20	0.00	
Order Nbr.:	<new> ,</new>	• Locat	tion: M	AIN - Primary Locati	on	Q	VAT Exempt T	fotal: C	0.00	
Status:	Open	Curre	ency: US	D 1.00	- View	base	VAT Taxable T	lot (	0.00	
	Hold			Credit Hold			Tax Total:	(	).00	
• Date:	17/12/2014	• Proje	ect: X ·	Non-Project Code.		Q	Order Total:	800	0.00	
• Requested On:	17/12/2014	Desc	ription:						_	
Customer Order:										
Customer Ref:										
Document Details	Tax Details 0	Commissions	Financial Setting	s Payment Settin	gs Shipping Se	ettings Dis	count Details	Shipments Pay	ments Tota	Is
с 🖉 -	F 🗑 🛛 🗉		Add Invoice	Add Item PC	D Link Invent	ory Summary	/    ⇔	x		
🖹 🕡 🗋 *Branch	*Inventory ID	Free * Item	Warehou *U	ON Quantity	Qty. On Shipments	Open Qty.	Unit Price	Discount Percent	Discount Amount	Discount Code
1 🛈 🗋 MAIN	EXAMPLE7	R	ESALE PC	20.00	0.00	20.00	50.000000	20.000000	200.00	EX7



If the quantity of line 1 is increased to 30 units then the line discount will be applied and because the order total now exceeds \$1,000 the document discount is also applied.

The different discounts are shown in different areas, the line discount is shown at line item level.

Order Type:	SO	۰ Cu	istomer:	EXAM	PLE7 - EXAMPLE7		R	Ordered Qty.:	3	0.00	
Order Nbr.:	<new></new>	۰ Lo	cation:	MAIN	Primary Location		Q	VAT Exempt 1	otal:	0.00	
Status:	Open	Cu	irrency:	USD	1.00	- View	base	VAT Taxable 1	lot	0.00	
	Hold			Cred	it Hold			Tax Total:		0.00	
• Date:	17/12/2014	+ Pr	oject:	X - Nor	n-Project Code.		Q	Order Total:	1,14	0.00	
* Requested On:	17/12/2014	T De	escription:				-				
Customer Order:											
Customer Ref:											
Document Details	Tax Details	Commissions	Financial Se	ttings	Payment Settings	Shipping S	ettings Dis	count Details	Shipments Pa	yments Tota	Is
с 🖉 +	· 👔 🗌	Bin/Lot/Serial	Add Invoi	ce A	dd Item PO Lii	nk Inven	tory Summary	⇔	x		
🖹 🖟 🗋 *Branch	*Inventory ID	Free Item	*Warehou	*UON	Quantity	Qty. On Shipments	Open Qty.	Unit Price	Discount Percent	t Discount t Amount	Discoun Code
/ 🛯 🗋 MAIN	EXAMPLE7		RESALE	PC	30.00	0.00	30.00	50.000000	20.00000	300.00	EX7

And the discount and totals tab will be populated with the document discount that has been applied.

	Document De	tails Tax Deta	ils Commissions	Financial Setting	Payment Settings	Shipping Settings	Discount Details	Shipments	Payments	Totals
	c +		x							
	Skip Discount	*Discount Code	Sequence 1 ID	Type Ma Disc	nual Discountabl	Discountable Qty.	Discount Dis Amt.	count Free It	em	Free Item Qty.
>		EX4	01 [	Document	1,200.00	0.00	60.00	5.00		0.00

#### **Example 5 – Line Discount Excluded from Document Discount**

In this example the line discount will be excluded from the document discount calculation and demonstrated.

Document Discount

	*Discount <b>T</b> Code	Description	Discount Type	*Applicable To	Manual	Exclude From Discountable Amount	Skip Document Discounts
>	EX4	Example 4 Document Discount over \$1k	Document	Customer			

Line item discount has been marked to be excluded from the above document discount

000	*Discount Code	T	Description	Discount Type	<ul> <li>Applicable To</li> </ul>	Manual	Exclude From Discountable Amount	Skip Document Discounts
;	EX8	E	Exclude from Discountable Amount	Line	Item		<b>Z</b>	



The discount codes have the following characteristics.

• Discount Code:		EX4	,o Disc	ount by: Percen	t	*	Prorate [	Discount
•	Sequence:	01	,р Brea	ak by: Amour	it			
		Active						
		Promotiona	al					
Description:		Example 4 Do	cument Discount					
٦	)iscount Breakpoir	ts Custome	rs					
	c + í	↔	x					
(0)	Break Amount	Discount Percent	Pending Break Amount	Pending Discount Percent	Pending Date	Last Break Amount	Last Discount Percent	Effective Date

The discount is applicable to the following customers.

Discount Break	points Customers
с +	
📄 *Custome	Customer Name
> EXAMPLE4	Example4
EXAMPLE7	EXAMPLE7

#### Discount Code EX8

Discount EX4

• Discount Code:		EX8	Disc	count by: Percen	t	¥	Prorate D	Discount
	- sequence.	Active	0	Quanti	ty	Ŧ		
	Description:							
	Discount Breakpo	ints Items						
	с +	∎    →	×					
	Break Quantity	Discount Percent	Pending Break Quantity	Pending Discount Percent	Pending Date	Last Break Quantity	Last Discount Percent	Effective Date
>	10.00	10.00	0.00	0.00			0.00	08/12/2014

This discount is applicable to the following item.

Discount Breakpoints		ltems						
G	+	Ŧ		$ \leftrightarrow $	x	<b></b>		
📄 *Inventory ID			Desc	Description				
> EXAMPLE8			Line	Line discount excluded from document discount				



The sales transaction shows that the line discount has been applied at line level but because this line has been excluded from the document discount then the document discount will not be applied.

+ Order Type: Order Nbr.: Status:	SO J <new> J Open Hold</new>	<ul> <li>Customer:</li> <li>Location:</li> <li>Currency:</li> </ul>	EXAMI MAIN USD Cred	PLE7 - EXAMPLE7 - Primary Location 1.00 it Hold	✓ View base	Ordered ( VAT Exem VAT Taxal Tax Total	געליא: pt Total: ple Tot	30.00 0.00 0.00	
<ul> <li>Date:</li> <li>Requested On: Customer Order: Customer Ref:</li> </ul>	17/12/2014 17/12/2014	<ul> <li>Project:</li> <li>Description</li> </ul>	X - Nor	n-Project Code.	۵	Order Tot	al:1,	400.00	
Document Details	Tax Details	Commissions Finan	cial Settings	Payment Settings	Shipping Settings	Discount Deta	ls Shipments	Payments Tota	ls
с 🖉 н	- <u>-</u>	Bin/Lot/Serial Add	l Invoice A	dd Item PO Lir	nk Inventory Su	mmary    ↔	x		
🖹 🕡 🗋 *Branch	*Inventory ID	Free *Warel Item	hou *UON	Quantity	Qty. On Ope Shipments	n Qty. Unit Pr	ice Discou Perce	int Discount ent Amount	Discount Code
MAIN	EXAMPLE8	RESALE	PC	20.00	0.00	20.00 50.0000	00 10.0000	00 100.00	EX8
MAIN	EXAMPLE1	RESALE	PC	10.00	0.00	10.00 50.0000	00 0.0000	00 0.00	

#### **Example 6 – Group Discount Skipping Document Discount**

This example will demonstrate what will occur in the sales transaction when a group discount which has the setting Skip Document Discounts enabled is included in the sales transaction and how it will affect the document discount.

Discount Code EX9

	*Discount Code	۲	Description	Discount Type	*Applicable To	Manual	Exclude From Discountable Amount	Skip Document Discounts
>	EX9		Group total excluded from document discount	Group	Item			

The discount code has the following characteristics.

+ D	iscount Code:	EX9	ر Discou	nt by: Free It	em	*	📄 Prorate Discou	int	
+ S	equence:	01	p Break t	Break by: Quantity 👻					
		Active							
		Promotion	al						
D	escription:	Group total	excluded from docun	nent discount					
Dis	count Breakpoir	nts Items	Free Item						
C	+ i	↔	x						
E	Break Quantity	Free Item Qty.	Pending Break Quantity	Pending Free Item Qty.	Pending Date	Last Break Quantity	Last Free Item Qty.	Effective Date	
>	1.00	1.00	0.00					08/12/2014	
	2.00	2.00	0.00					08/12/2014	
	3.00	3.00	0.00					08/12/2014	
	4.00	4.00	0.00					08/12/2014	
	5.00	5.00	0.00					08/12/2014	

In the above example the group discount will give a free item with a maximum amount of 5 free items.



The discount is applicable for the following item.

Discount Bre	akpoints	Items	Free Ite	m			
c +	÷.	$  \leftrightarrow  $	x	<b>A</b>			
🖹 *Inventory	📄 *Inventory ID			Description			
> EXAMPLE9	Grou	Group item skipping document discount					

The discount will include the following free item based on the other conditions being met.

Discount Breakpoints	Items Free Item
Free Item:	EXAMPLE9 - Group item ski 🖉
Pending Free Item:	۶ e
Last Free Item:	le la
Last Update Date:	08/12/2014

The sales transaction below is demonstrating the document discount being applied as this sales order is over \$1,000.

* Order Type: Order Nbr.: Status:	SO <new> Open Hold</new>	ρ • Cu ρ • Lo Cu	stomer: cation: rrency:	EXAMP MAIN USD Cred	PLE7 - EXAMPLE7 - Primary Location 1.00 lit Hold	• View	D D base	Ordered Qty. VAT Exempt 1 VAT Taxable 1 Tax Total	: 30. Total: 0. Tot 0.	00 00 00	
Date:     Requested On:     Customer Order:	17/12/2014 17/12/2014	<ul><li>✓ • Pri</li><li>✓ De</li></ul>	oject: scription:	X - Nor	n-Project Code.		٩	Order Total:	1,425.	00	
Document Details	Tax Details	Commissions Bin/Lot/Serial	Financial S	ettings lice A	Payment Settings	Shipping S	ettings Disc	ount Details	Shipments Payr	ments 🚺 To	tals
🖹 🖟 🖿 Branch	*Inventory ID	Free Item	*Warehou	*UON	Quantity	Qty. On Shipments	Open Qty.	Unit Price	Discount Percent	Discount Amount	Discount Code

When the group discount is applied in line two then the document discount is removed and only the group discount will be applied to the sales order.

• Order Type: Order Nbr.:	• Order Type: SO      Order Nbr.: <a href="https://www.source.com">New</a> Order Nbr.:      Open		EXAMPLE7 - EXAMPLE7			01 V/	rdered Qty.: AT Exempt To	32 otal: 0	.00	
Status:	Open Hold	Currency:	USD Credit Hold	1.00	view base	V/ Ta	AT Taxable T	ot 0	.00	
<ul> <li>Date:</li> <li>Requested On:</li> </ul>	17/12/2014 - 17/12/2014 -	<ul> <li>Project:</li> <li>Description:</li> </ul>	X - Non-Proje	ect Code.	Q	0	rder Total:	1,700	.00	
Customer Order: Customer Ref:										
Document Details	Tax Details Cor	mmissions Financial Set	tings Payme	ent Settings	Shipping Settings	Discou	nt Details	Shipments Pay	ments Total	s
C 🖉 🕇	• 💼 Bin,	/Lot/Serial Add Invoid	e Add Iter	m PO Link	Inventory Su	ummary	↔	x		
🛢 🖟 🗋 *Branch	*Inventory ID	Free *Warehou Item	*UON	Quantity S	Qty. On Ope Shipments	en Qty.	Unit Price	Discount Percent	Discount Amount	Discount Code
🕒 🗅 MAIN	EXAMPLE4	RESALE	PC	30.00	0.00	30.00	50.000000	0.000000	0.00	
🖉 🕒 🗅 MAIN	EXAMPLE9	RESALE	PC	1.00	0.00	1.00 2	00.000000	0.000000	0.00	
🔒 🗋 MAIN	EXAMPLE9	RESALE	PC	1.00	0.00	1.00	0.000000	0.000000	0.00	



#### **Example 7 – Prorate Group Discount**

The previous example on group discount offered a free item for each item sold to a maximum of 5 free items. This example will demonstrate the setting prorate whereby a group discount of buy 2 get one free will be applied.

This example will demonstrate that for every 2 units sold a free unit will be given to the customer. Therefore if 2 units are ordered a free item will be added to the sales order. If 8 units are ordered then an extra 4 free items will be added to the order.

#### Discount Code EX912

	*Discount T Code	Description	Discount Type	<ul> <li>Applicable To</li> </ul>	Manual	Exclude From Discountable Amount	Skip Document Discounts
>	EX912	Example 12 Group Prorate on item	Group	Customer and Item			

The discount code has the following characteristics.

+ Disco	ount Code:	EX912	Q	Discount by:	Free It	em	•	Prorate Discou	unt
+ Sequ	ence:	01	Q	Break by:	Quanti	ty	*		
		Active	al						
Desc	ription:	Example 12 (	Group Prorate	on item					
Discou	unt Breakpoir	nts Items	Customers	Free Item					
C	+ i	↔	x						
	Break Quantity	Free Item Qty.	Pend Bre Quant	ing P eak tity	ending Free Item Qty.	Pending Date	Last Break Quantity	Last Free Item Qty.	Effective Date
>	2.00	1.00	0.	.00					09/12/2014

The discount is applicable for the following items.

	Di	Discount Breakpoints				ems	Custor	ners	Free Item				
	C	; .	+	÷.		↔	×		]				
000	•	Invent	ory ID			Desc	ription						
	E	XAMPL	E12			Exan	Example Prorate Discount / Buy two get one free						

This discount code is applicable to the following customers.





The discount will include the following free item in the sales transaction should the discount rules be met.

Discount Breakpoints	Items Customers Free Item
Free Item:	EXAMPLE12 - Example Pror
Pending Free Item:	P de
Last Free Item:	Ŕ
Last Update Date:	09/12/2014

The sales transaction below is demonstrating the condition of the discount code being met and also it is including the free item that the customer is entitled to. Line 2 of the sales order highlighted the fact that this item is a free item.

+ 0	Orde	ler Type:         SO         O         • Customer:           er Nbr.: <new>         O         • Location:</new>				istomer:	EXAM	IPLE12 - Example 1	2	R	Ordered Qty.:		3.00			
C	Orde	er N	lbr.:	<new> ,</new>	• Lo	cation:	MAIN	- Primary Location	1	Q	VAT Exempt T	otal:	0.00			
S	tat	us:		Open	Cu	irrency:	USD	1.00	- View	base	VAT Taxable T	lot	0.00			
				🔲 Hold			Cre	dit Hold			Tax Total:		0.00			
• [	ate	e:		17/12/2014	• Pr	oject:	X - No	on-Project Code.		Q	Order Total:		100.00			
* F	leq	ues	ted On:	17/12/2014	De	escription:										
C	lust	tom	sted 01.         1//12/2014           Description:            mer Order:													
C	Cust	tom	er Ref:													
Do	ocur	mer	t Details	Tax Details (	Commissions	Financial Se	ttings	Payment Setting:	Shipping S	ettings Di	scount Details	Shipments	Payments	Total	5	
C	ž		∕ 1	• 💼 🛛	lin/Lot/Serial	Add Invoi	ce /	Add Item PO I	ink Inven.	tory Summar	γ   <b> ↔ </b>	x				
	) (		•Branch	*Inventory ID	Free Item	*Warehou	*U0N	Quantity	Qty. On Shipments	Open Qty	. Unit Price	Disco Per	ount Di cent A	iscount mount	Discount Code	
1			MAIN	EXAMPLE12		RESALE	PC	2.00	0.00	2.00	50.000000	0.000	0000	0.00		
6	0	D	MAIN	EXAMPLE12	$\checkmark$	RESALE	PC	1.00	0.00	1.00	0.000000	0.000	0000	0.00		

The screen shot below demonstrates that a change to the quantity will recalculate the number of free items that the customer is entitled to have based on the discount code used in the sales transaction.

	Doc	ume	nt Details	Tax Details	Commissions	Financial Se	ttings	Payment Setting	s Shipping	Settings	Discount Details	Shipments	Payments Tot	als
	C L +			<b>=</b>			ce A	Add Item PO	Link Inve	ntory Summ	ary  ↔	x		
	0		*Branch	*Inventory ID	Free Item	*Warehou	*U0I\	Quantity	Qty. On Shipments	Open Q	ty. Unit Price	Disco Pero	unt Discoun ent Amoun	t Discount t Code
ļ	0		MAIN	EXAMPLE1	2	RESALE	PC	6.00	0.00	6.	50.00000	0.000	000 0.00	
	0	D	MAIN	EXAMPLE1	2	RESALE	PC	3.00	0.00	3.	0.000000 00	0.000	000 0.00	)



#### **Example 8 – Manual Discount**

This manual discount example will demonstrate that end users can offer discounts on an ad hoc basis in the form of a manual discount, these discounts can also have rules associated to them.

The following discount code has been created.

	*Discount T Code	Description	Discount Type	*Applicable To	Manual	Exclude From Discountable Amount	Skip Document Discounts	Auto- Numbering
>	EX91	Manual line item discount	Line	Item				

The discount code has the following characteristics.

	Discount Code: Sequence:	EX91 01 Active	の Disc の Brea	ak by: Quanti	t ty	▼ ▼	Prorate Discount		
	Description: Discount Breakpo								
	c +		x						
	Break Quantity	Discount Percent	Pending Break Quantity	Pending Discount Percent	Pending Date	Last Break Quantity	Last Discount Percent	Effective Date	
>	5.00	7.50	0.00	0.00			0.00	08/12/2014	
	10.00	10.00	0.00	0.00			0.00	08/12/2014	
	15.00	12.50	0.00	0.00			0.00	08/12/2014	

The discount code is applicable to the following items.

	Discount Br	eakpoints	Items						
	c +	Ť	↔	x					
E	*Inventor	y ID	Des	cription					
>	EXAMPLE	LO	Mar	ual Disco	ount				

The following sales transaction demonstrates what will occur when the above manual discount is applied to the sales transaction. MYOB Advanced will prompt the end user when the discount criteria is not met and therefore the discount will not be applied.

• Order Type:	SO	Q	+ Customer:	EXAN	1PLE10 - Exam	ple 10 for demo	) e	Ordered Qty.:		1.00			
Order Nbr.:	<new></new>	Q	+ Location:	MAIN	I - Primary Loc	ation	Q	VAT Exempt Tot	al:	0.00			
Status:	Open		Currency:	USD	1.00	* V	iew base	VAT Taxable Tot		0.00			
	🔲 Hold			Cre	dit Hold			Tax Total:		0.00			
• Date:	17/12/2014	-	• Project:	X - N	on-Project Cod	le.	Q	Order Total:		50.00			
• Requested On:	17/12/2014	-	Description:										
Customer Order	:												
Customer Ref:													
• Document Deta	ils Tax Details	Comr	missions Finan	ial Setting	Payment S	Settings Ship	ping Settings	Discount Details	Shipments	Payments	Totals		
C L	+ 🗑			voice	Add Item	PO Link In	iventory Summ	ary    ↔  🛛 🕱	]				
🕘 🗋 *Branch	*Inventory ID	Free Item	*Warehou	*UON	Quantity	Qty. On Shipments	Open Qty.	Unit Price	Discount Percent	Discount Amount	Discount Code	Manual Discount	Disc. Unit Price
🛯 🗋 MAIN	EXAMPLE10		RESALE	PC	1.00	0.00	1.00	50.000000	0.000000	0.00		•	50.000000
									The Disc	Discount Cod ount Sequence	le EX91 has te to apply.	no matching	

MYOB Advanced

The sales transaction below demonstrates the manual discount being applied now that the criteria of the manual discount has been met.

Order Type:	SO	)• م	Customer:	EXAM	VIPLE10 - Exam	ple 10 for de	emo 🖋	Ordered Qty	.:	6.00		
Order Nbr.:	<new></new>	ا• و	ocation:	MAI	N - Primary Loc	ation	Q	VAT Exempt	VAT Exempt Total: 0.00			
Status:	Open	(	Currency:	USD	1.00	~	View base	VAT Taxable	Tot	0.00		
	Hold			Cr Cr	edit Hold			Tax Total:	Tax Total: 0.00			
* Date:	17/12/2014	÷ •	Project:	X - N	on-Project Cod	le.	Q	Order Total:		277.50		
<ul> <li>Requested On:</li> </ul>	17/12/2014	-	Description:									
Customer Order:												
Customer Ref:												
Document Details	Tax Details	Commission	Financial	Settings	Payment Set	ttings Ship	oping Settings	Discount Details	Shipments	Payments T	otals	
с 🖉 н	- 1	Bin/Lot/Seria	I Add Inv	oice	Add Item	PO Link	Inventory Sum	ımary     <b>⇔ </b>	x			
🕘 🗋 *Branch	•Inventory ID	Free tem	Warehou	*UON	Quantity	Qty. C Shipmen	)n Open Qty ts	v. Unit Price	Discount Percent	Discount Amount	Discount Code	Manual Discount
🕼 🗈 MAIN	EXAMPLE10	E F	ESALE	PC	6.00	0.0	6.00	0 50.000000	7.500000	22.50	EX91	☑



## **Protecting Margin from Discounting**

MYOB Advanced allows you to ensure a sales discounts does not breach the minimum markup percentage rules that you may wish to enforce.

This section will advise of the setup required and provide an example to demonstrate how this can be applied.

#### **Sales Order Preferences**

The first setting to enable is the *Validate Min. Profit Margin* which is found within the sales order preferences on the General Settings tab found in menu path [Distribution \ Sales order \ Configuration \ Setup \ Sales order preferences].

Price Validation Settings		
Validate Min. Profit Margin:	No Validation	-
* Base Price Update Unit:	No Validation	
	Warning	
	Set to minimum	

There are 3 options available, in this example the option Set to minimum will be selected.

#### **Minimum Markup Percentage**

The minimum markup percentage to be applied in the sales transactions can be set either at the individual item level or at the item class level.

At Item class level you would set this by selecting the item class in menu path [Distribution \ Inventory \ Configuration \ Manage \ Item Classes].

When the item class record has been selected on the General Settings tab you can specify the minimum markup percentage in the Price management section.

Price Management -		
Price Workgroup:		Q
Price Manager:		P
Min. Markup %:	50.00	
Markup %:	0.000000	

You can specify this at the individual item level, an item master record can be created and modified in menu path [Distribution \ Inventory \ Work Area \ Manage \ Stock Items]. Once a stock item master record is selected the minimum markup percentage is set using the field minimum markup percentage found under the price management section on the tab Price/Cost Info.



* Inventory ID:	EXAMPLE11 - Enforcing Marg	in Example 🔎	Product Wo	rkgroup:					
Item Status:	Active 👻	Product Manager:				م			
Description:	Enforcing Margin Example								
General Settings Price/Co	ost Info Warehouse Details	Sales Prices	Customer Prices	Vendor Prices	Vendor Details	Attributes	Packaging		
Base Price			Price Manage	ement					
Price Class:		P	Price Work	group:	٩				
Pending Price:	0.000000	Price Manager:			م				
Pending Price Date:	-			(	Subject to Commission				
Current Price:	50.000000		Min. Markup %:		50.000000				
Effective Date:	08/12/2014		Markup %:		0.000000				
Last Price:	0.000000	MSRP:		0.000000					

#### Example 1 – Protecting Margin

In this example, item EXAMPLE11 is sold at \$50, the cost of the item is \$30 and the minimum markup percentage is 50%.

Therefore the item can be discounted but the minimum allowed discount amount is \$45 when using the current cost price of \$30.

#### Item Master Data

+ Inventory ID:	EXAMPLE11 - Enforcing Marg	in Example 🔎	Product Wo	rkgroup:	م				
Item Status:	Active 👻		Product Ma	nager:	م				
Description:	Enforcing Margin Example								
General Settings Price/Co	ost Info Warehouse Details	Sales Prices	Customer Prices	Vendor Prices	Vendor Details	Attributes	Packaging		
Base Price			Price Manage	ement					
Price Class:		P	Price Work	group:			Q		
Pending Price:	0.000000		Price Mana	ger:	٩				
Pending Price Date:	Ţ			0	Subject to Commission				
Current Price:	50.000000		Min. Marku	ıp %:	50.000000				
Effective Date:	08/12/2014		Markup %:	[	0.000000				
Last Price:	0.000000		MSRP:		0.000000				
Standard Cost			Cost Statistics	5					
Pending Cost:	0.000000		Last Cost:		30,000000				
Pending Cost Date:			Average C	Cost:	30,000000				
Current Cost:	0.000000		Min. Cost	:	20.000000				
Effective Date:			Max. Cost		20.000000				
Last Cost:	0.000000								



The sales transaction below demonstrates that the BASE price of the item has been applied.

• Order Type:	SO	<b>۵۰ د</b>	ustomer:	ABCSTU	DIOS - ABC Studio	os Inc, The	R	Ordered Qty.:		1.00	
Order Nbr.:	<new></new>	۰ Lo	ocation:	MAIN -	Primary Location $ ho$		Q	VAT Exempt T	otal: 0.00	0.00	
Status:	Open	pen Cu		USD	SD 1.00 v View base VAT Taxable Tot			lot	0.00		
	Hold		📄 Credit Hold			Tax Total:			0.00		
• Date:	17/12/2014	+ • Pr	oject:	oject: X - Non-Project Code.			Q		5	0.00	
* Requested On:	17/12/2014	- D	escription:								
Customer Order:											
Customer Ref:											
Document Details	Tax Details	Commissions	Financial S	ettings F	Payment Settings	Shipping Se	ettings Dis	count Details	Shipments Pa	yments Tota	IIS
C L H	F 🗑 🗌	Bin/Lot/Serial	Add Invo	ice Ad	d Item PO Li	ink Invent	ory Summary	,  ⇔	x		
🖹 🖟 📄 *Branch	*Inventory ID	Free Item	*Warehou	*UON	Quantity	Qty. On Shipments	Open Qty.	Unit Price	Discoun Percen	t Discount t Amount	Discount Code
/ 🛯 🗋 MAIN	EXAMPLE11		RESALE	PC	1.00	0.00	1.00	50.000000	0.00000	0.00	

Apply a 20% discount to the line item as shown below.

Document Details		Tax Details	Commissions	Financial Settir	ngs Payme	nt Settings	Shipping Se	ttings Disc	ount Details	Shipments	ayments Tota	ls	
	C 🖌 🕇 🔋 🛛 Bin/Lot/Serial Add Invoice		Add Item	Add Item PO Link Inventory Summary			↔	x					
	0 8	*Branch	*Invento ID	n Free Item	*Warehou *	UON (	Juantity S <sup>i</sup>	Qty. On Shipments	Open Qty.	Unit Price	Discou Perce	nt Discount nt Amount	Discount Code
ø	0	MAIN	EXAMPLE	11	RESALE PO	C	1.00	0.00	1.00	50.000000	20.0000	00.00	

When you save the sales order or you navigate to the next line a warning is displayed to notify the end user that the discount is not allowed and the lowest discount offered is instead replaced.

	• Docu	ment Details	Tax Details	Commissions	Financial S	Settings	Payment Sett	ngs Shippin	g Settings	Discount Details	Shipments	Payments To	otals		
	G	2 +	<b>†</b>	3in/Lot/Serial	Add Invoid	e Ad	id item PO	Link Inver	ntorv Summa	rv ↔	x				
	00	*Branch	•Inventory ID	Free • Item	Warehou	*UON	Quantity	Qty. On Shipments	Open Qty	/. Unit Price	Discoun Percen	t Discount t Amount	Discount Code	Manual Discount	Disc. Unit Price
	0 🗅	MAIN	EXAMPLE11	🗆 R	ESALE	PC	1.00	0.00	1.0	0 50.000000	10.00000	5.00		~	45.000000
*	0	MAIN	Q				0.00	0.00	0.0	0.000000	0.00000	0.00			0.0

