

MULTI-  
SITE

WALK-IN

SPA

HAIR

BARBER

CLINIC

## SHORTCUTS FUSION

### DISCOUNTS

SETTING UP AND APPLYING  
DISCOUNTS

HOME &  
MOBILE

BEAUTY

  
**SHORTCUTS**  
SMARTER BUSINESS TECHNOLOGY  
*it suits you*

**Last updated 6 October 2016**

By Erin Lewis

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## ABOUT THIS DOCUMENT

Discount reasons are used to keep track of why prices are being reduced at the Point of Sale.

When you want to allow discounts to be applied for a specific reason within your business, you can create a discount reason. For example, if you wish to offer your clients a discount on their birthday, you can set up a 'Birthday' discount reason.

Once you have created a discount reason, it will be available for selection at the Point of Sale. The discount can then be applied to a specific item, or to the entire sale. This allows you to control the discount amount, and ensures that discounts can only be applied for authorised reasons.

You can track your discount reason usage by viewing the Discount Reason Breakdown Report.

# CREATING A NEW DISCOUNT REASON

- 1

Click on the **setup** menu.
- 2

Click on the **configuration** icon.
- 3

Click on the **sales setup** menu.
- 4

Click on the **discounts** icon.
- 5

Click on the **new** button.
- 6

Enter the name of the discount reason.
- 7

Click **done**.
- 8

Select the default discount amount, or create your own default amount using the add default button.
- 9

**Optional:** Select an expiry date.
- 10

Check the boxes in areas where you want sales to be credited at their price prior to the discount.

Sales3

Point Of Sale

Payment Types

Discounts4

Receipt

Sundry Income

Expenses

Gift Certificates

Terminals

Payment Processor

General

Region

Discount Reasons Setup

Reason

☐ Show Inactive

10% off December Promotion

Description

Expiry Date

31/12/20159

☒ Active

Discounted Amount counts towards...10

	Products	Services	Sundry
Employee Dollars	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee Points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business Income	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Discount can be applied to...

☒ Product

☒ Services and Series

☒ Sundry and Gift Certificates

☒ Default Amount Cannot be Changed at POS

☐ Use Set and Forget Promotion

Barcode

5

New

Edit

Save

8

Add Default

Delete Default

Done

New Discount Reason

Reason Name

10% off December Promotion6

7

Done

Cancel

SHORTCUTS

3:30 PM

Fri, 4 Dec '15

Main

Tools

Stock

Setup1

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Resources

Capabilities

Services

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Contraindications

Anna Owner

Log Off

- 11 Check the boxes in areas the discount can be applied to.
- 12 Check this box if you don't want the operator to be able to change the default discount amount at the Point of Sale.
- 13 Check this box if you have a Set and Forget Marketing campaign related to this discount reason.
- 14 **Optional:** Enter a barcode.
- 15 Click **save**.

Sales

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General

Region

Discount Reasons Setup

Reason

Show Inactive

Default

Add Default

Delete Default

10% off December Promotion

10 %

Description

Expiry Date

31/12/2015

Active

Discounted Amount counts towards...

	Products	Services	Sundry
Employee Dollars	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee Points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business Income	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Discount can be applied to...

☒ Product
 ☒ Services and Series
 ☒ Sundry and Gift Certificates

☒ Default Amount Cannot be Changed at POS
 ☐ Use Set and Forget Promotion

Barcode

New

Edit

Save

Done

SHORTCUTS

3:30 PM

Fri, 4 Dec '15

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Log Off

# APPLYING A DISCOUNT TO A SALE LINE

1

Click on the cell in the discount column of the relevant sale line.

2

Select the discount reason.

3

Select the discount amount if applicable.

4

Click **done**.

A

You can use the clear button to remove a discount.

Clients

Fiona Smith

Program: No Loyalty Program

Remove Client

Trans# 14

Employee	Product/Service	Qty.	Price	Disc.	GST	Total
Chris	Hair Colouring	1	70.00	0.00	6.36	70.00
Chris	1/2 Head Highlights	1	55.00	0.00	5.00	55.00
Chris	Ladies Style Cut	1	50.00	0.00	4.55	50.00
Chris	Hair Styling					
Chris	Blowdry					

\$0.00

\$0.00

\$0.00

Discount

0.00

Sales Total

175.00

Card

Quote

History

No Sale

Line Discount Details for 1/2 Head Highlights

Discretionary Discount

Reason	Discount	Amount
10% off December Promotion	No Default	0.00
Birthday	Fixed Amount	
Complimentary	5%	
Employee	10%	
Family	15%	
Friends	20%	
Referral	25%	
	30%	
	33%	
	50%	
	60%	
	100%	

Total Discount 0.00

Done

Cancel

SHORTCUTS  
4:47 PM  
Fri, 4 Dec '15

Main

Appointments

Arrivals

Point Of Sale

Clients

Performance

Exit

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Anna  
Owner  
Log Off

- 1 Click on the **discount** button.
- 2 Select the discount reason.
- 3 Select the discount amount if applicable.
- 4 Click **done**.

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