HOW TO USE THE SUBTOTAL ITEMS
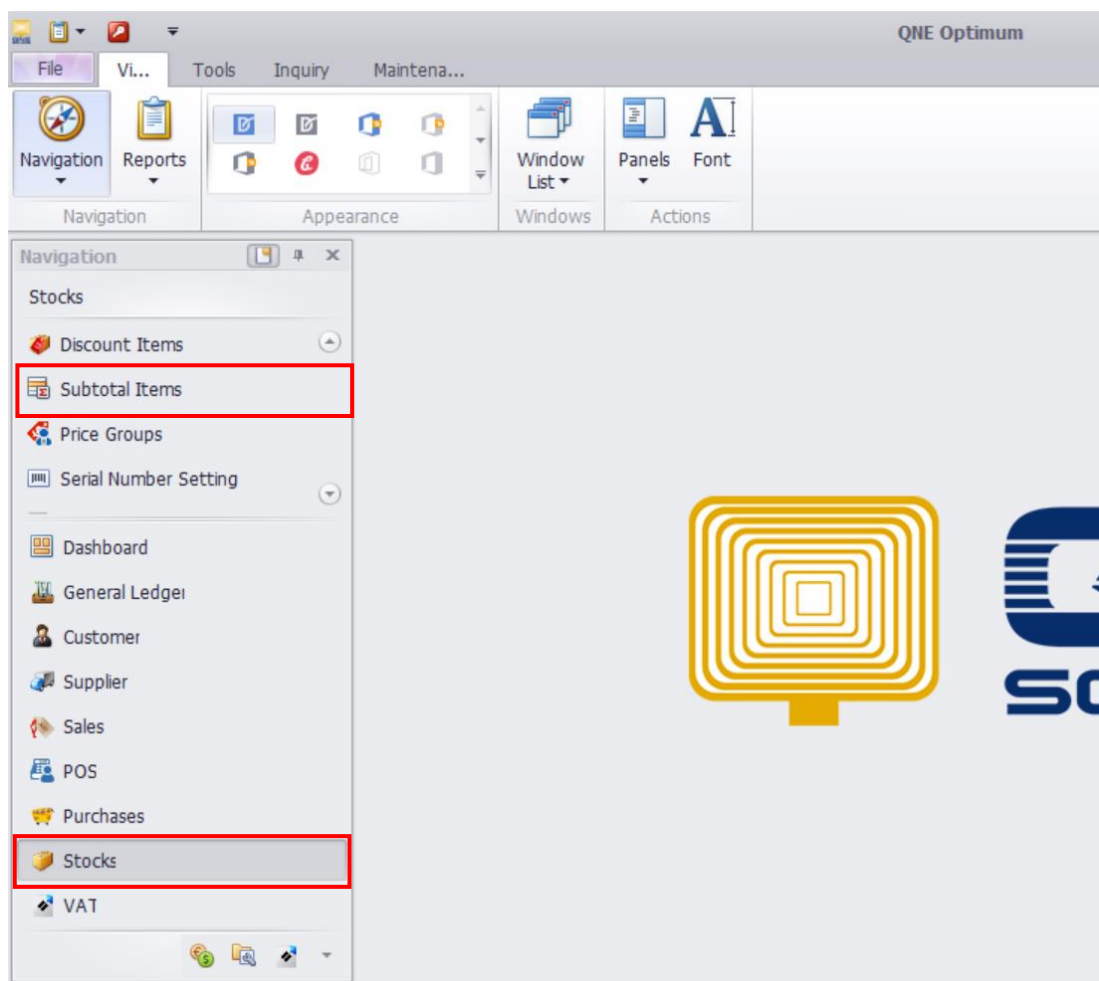
In the System, there is a feature where *Subtotal* can be added within the transaction.

"Subtotal" item let the user total the amount of all previous items within the invoice. If there will be two "Subtotal" items, the second "Subtotal" item will compute the amount after the first instance entered.
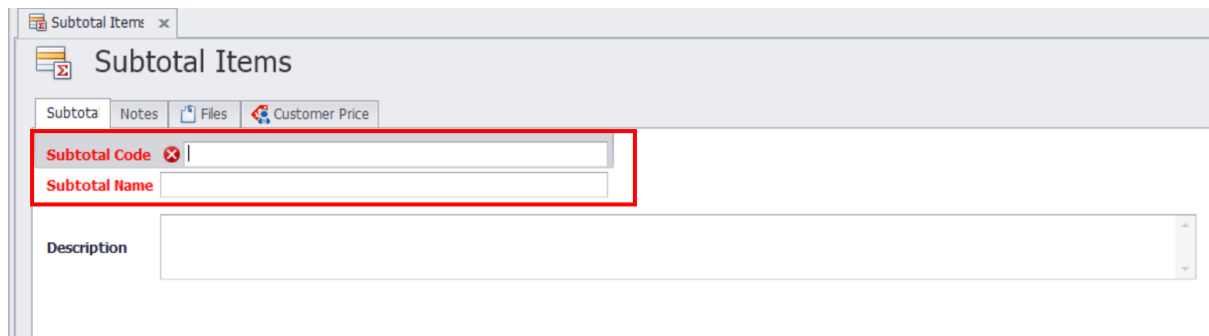
How to maintain the *Subtotal Items.*

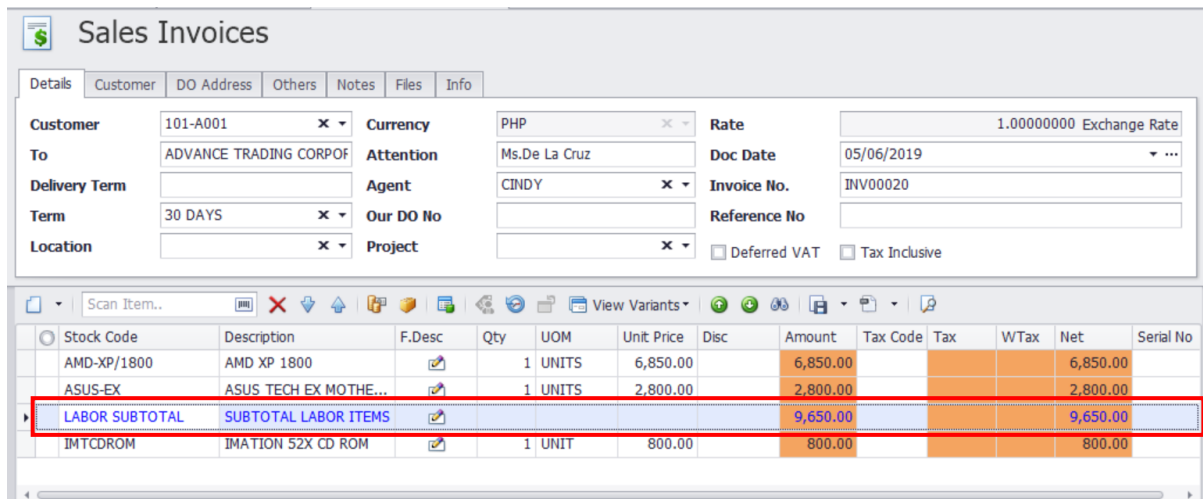To set it up, go to *Stocks Module > Subtotal Items*

In the Subtotal Items Maintenance Form, create a Subtotal item that the user would like to use.

Created Subtotal Items will be part of the list of all stock items but no effect in stock balance.

Provide the Subtotal Code and Subtotal Name. Created Subtotal Item can be used for both transactions under Sales and Purchase Module.

To transact using the created Subtotal Item, see the figure below. For example, Sales Invoice under Sales Module.

Subtotal items are blue in text indicating that the subtotal is currently applies on the transaction. This subtotal item will be affected based on the details above it.

Example:
AMD-XP/1800 – 6,850.00
ASUS-EX – 2,800.00
LABOR SUBTOTAL – 9,650.00

Notice that the item(s) below the subtotal was not part of the computation. If the user wants to include it, just click move up and down arrow. After moving it, make it sure to delete and re-enter the subtotal item to recalculate.

Note: The user may include more than one subtotal item(s) within the transaction.