



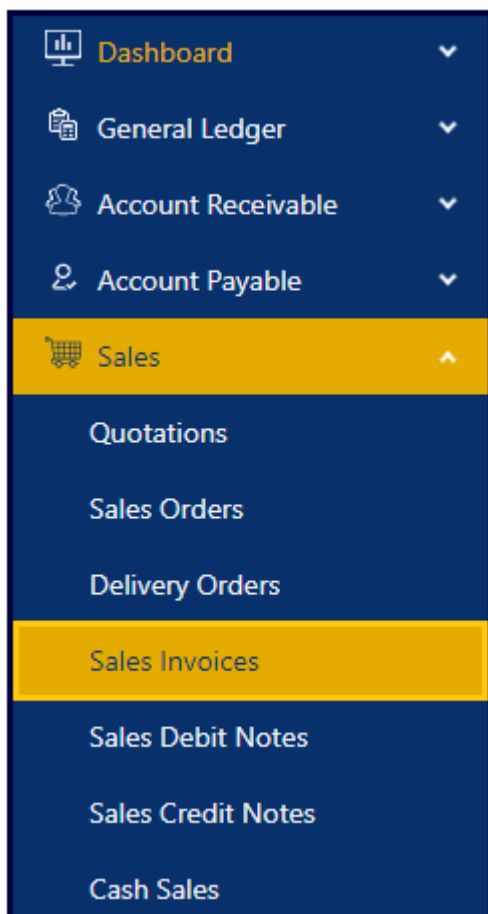
## How to Apply Discount in Sales and Purchases transaction

### Overview:

**Discount** column in Sales and Purchase transaction forms allows you to directly enter the desired discount percentage or amount for each line item. The system will automatically calculate and reflect the total discounted price in the transaction footer, updating the overall total accordingly.

### Procedure:

1. In the **Navigation pane**, go to **Sales > Sales Invoices**



2. In *Sales Invoice* list view, click **Add**

Sales Invoices					
Search...				Add	...
<input type="checkbox"/>	Doc #	To	Desc./Agent	Due Date	Amount
Mar, 2024					
<input type="checkbox"/>	INV2403/016 Mar 22, 2024	ADVANCE TRADING CORPORATION 101-A001	SALES CINDY	30 DAYS Apr 21, 2024	₱7,672.00 O/T:₱7,672.00
<input type="checkbox"/>	INV2403/015 Mar 22, 2024	DEPARTMENT OF HEALTH 301-D003	SALES	C.O.D. Mar 22, 2024	₱7,672.00 O/T:₱7,672.00
<input type="checkbox"/>	INV2403/014 Mar 19, 2024	ADVANCE TRADING CORPORATION 101-A001	SALES CINDY	30 DAYS Apr 18, 2024	₱46,536.00 O/T:₱46,536.00
<input type="checkbox"/>	INV2403/012 Mar 19, 2024	ADVANCE TRADING CORPORATION 101-A001	SALES CINDY	30 DAYS Apr 18, 2024	₱156,788.80 O/T:₱156,788.80
<input type="checkbox"/>	INV2403/009 Mar 11, 2024	ADVANCE TRADING CORPORATION 101-A001	SALES CINDY	30 DAYS Apr 10, 2024	₱12,600.00 O/T:₱12,600.00

3. Fill-out the necessary Information,

- Customer
- Date
- Stock Item
- Stock Item Amount

Sales Invoices												
Cancel Save Save & New												
INV2403/017												
* Customer		Billing Address			Attention		* Date					
101-A001 ADVANCE TRADING CORPORATION		35, WEST OF AYALA SE. JIL PUYAT, MAKATI CITY			Ms.De La Cruz		03/22/2024					
Currency Rate	* Term	Agent		Our DO #			Ref No.					
PHP 1.000000	30 DAYS	CINDY										
Description	Project	Delivery Term		Tax Inclusive		Deferred VAT						
SALES												
Details Notes DO Address Others												
#	Stock	Description	F. Desc	Qty	UOM	Unit Price	Amount	Discount	Project	Tax	W/Tax	
+	1	AMD-XP/1800	AMD XP 1800	1.000000	UNITS	6,850.00	6,850.00			SR-SP		
+												
+												

4. Next, enter item **Discount**:

**For Example:**

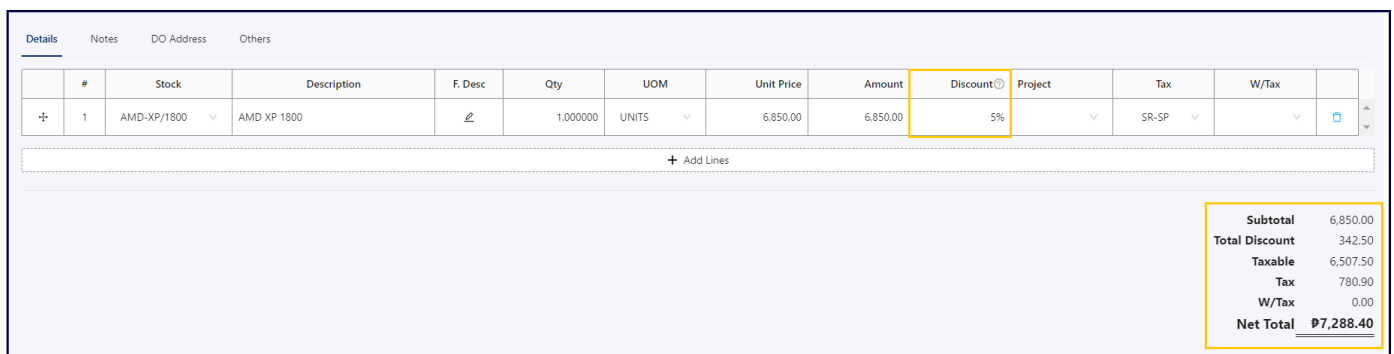
Subtotal: 6,850.00

Discount: Subtotal \* 5% = 342.50

Taxable: 6,507.50

Tax: 780.90

Net Total: ₱ 7,288.40



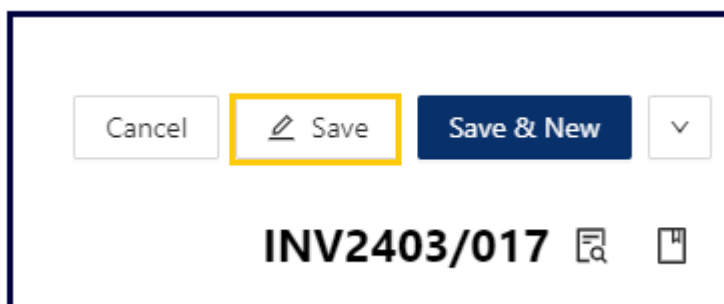
The screenshot shows a software interface with a table of transaction lines. The first line is highlighted with a yellow border. The 'Discount' column for this line contains '5%'. To the right of the table, a summary box shows the following values:

Subtotal	6,850.00
Total Discount	342.50
Taxable	6,507.50
Tax	780.90
W/Tax	0.00
Net Total	₱7,288.40

Discounts can be entered as either a number or a percentage.

- **Amount:** Exact Amount
- **Percentage:** include the "%" symbol.

5. Once done, click **Save**



The screenshot shows a software interface with a button bar containing 'Cancel', 'Save', 'Save & New', and a dropdown arrow. The 'Save' button is highlighted with a yellow border. Below the button bar, the text 'INV2403/017' is displayed next to two icons.

**Note:** Applying discount in other forms of Sales and Purchase transaction, follows a similar process as demonstrated in the scenario.

**Application:**

In the Account Journal Entry, the discount has been deducted from the Sales Credit amount.

Account Journal								
Date	Account #	Account Name	Description	Reference No.	Debit	Credit		
Mar 22, 2024	101-A001	ADVANCE TRADING CORPORATION	SALES		7,288.40			
Mar 22, 2024	600-0100	SALES - HARDWARE	ADVANCE TRADING CORPORATION			6,507.50		
Mar 22, 2024	305-0000	OUTPUT VAT	ADVANCE TRADING CORPORATION			780.90		
				TOTAL	7,288.40	7,288.40		
							Close	



**For any further concerns on this matter, please contact support or submit a ticket through this link: <https://support.qne.com.ph>**