



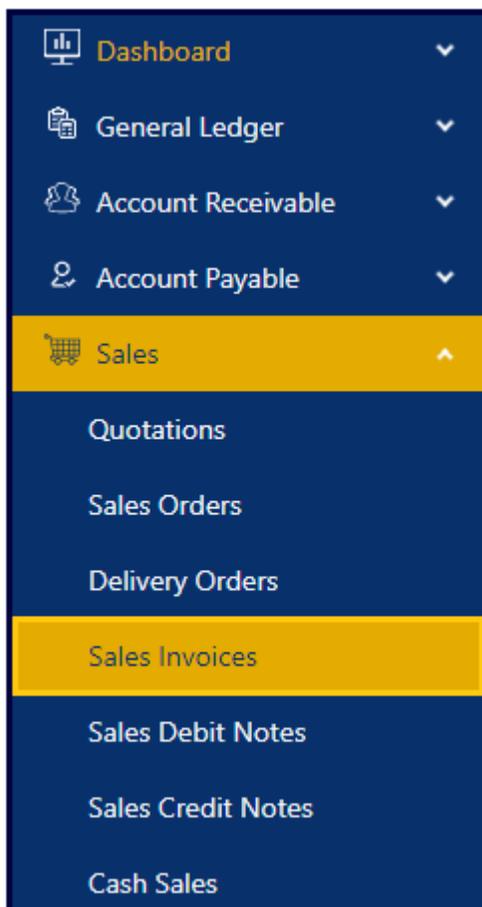
How to Apply Discount in Sales and Purchases transaction

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						<input type="checkbox"/>		<input type="checkbox"/>																																																																					
<table border="1"> <thead> <tr> <th>Details</th> <th>Notes</th> <th>DO Address</th> <th>Others</th> <th colspan="10"></th> </tr> <tr> <th>#</th> <th>Stock</th> <th>Description</th> <th>F. Desc</th> <th>Qty</th> <th>UOM</th> <th>Unit Price</th> <th>Amount</th> <th>Discount</th> <th>Project</th> <th>Tax</th> <th>W/Tax</th> <th></th> </tr> </thead> <tbody> <tr> <td>+</td> <td>1</td> <td>AMD-XP/1800</td> <td>AMD XP 1800</td> <td>1.000000</td> <td>UNITS</td> <td>6,850.00</td> <td>6,850.00</td> <td></td> <td></td> <td>SR-SP</td> <td></td> <td></td> </tr> <tr> <td>+</td> <td></td> </tr> <tr> <td>+</td> <td></td> </tr> </tbody> </table>												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			+													+												
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+																																																																													
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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

Details													
#	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	5%		SR-SP			
+ Add Lines													
												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**

Cancel
Save
Save & New
▼

INV2403/017

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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.

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

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