

HelpSheet010.

Handling Department Discounts.



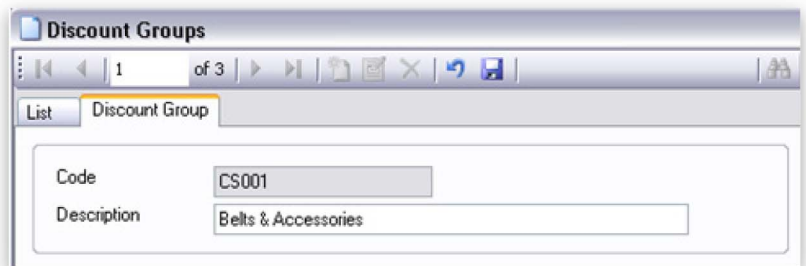
KCPOS

Following a review of our support calls and account management feedback we have compiled this help sheet to clarify the processes involved in applying departmental discounts at the PoS.

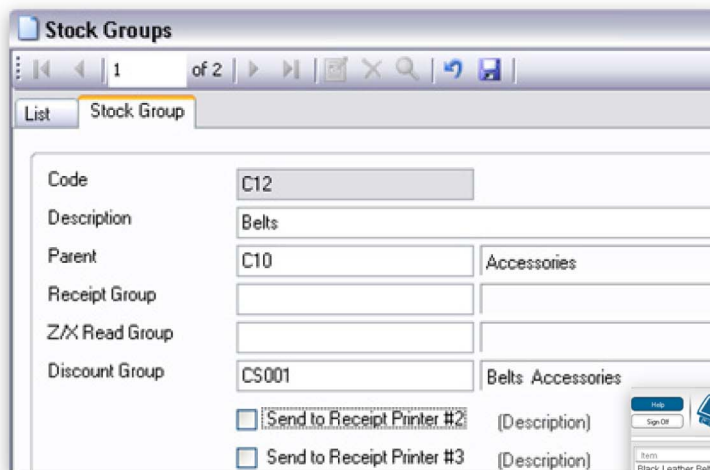
To create the department discounts, you will need to go to the KCPOS Administrator.

Go to Actions – Stock – Discount Groups.

You will need to define the department names you wish to use.

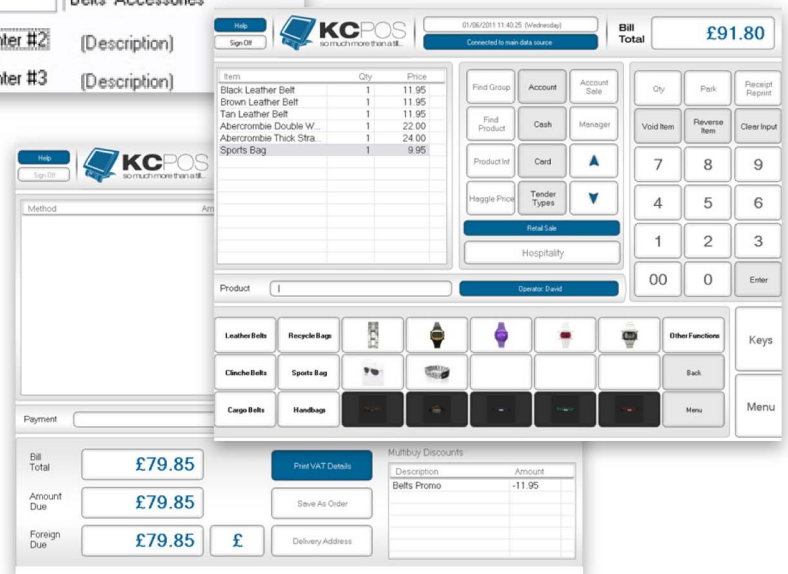


Once you have defined the departments you will need to go in to Actions – Stock – Stock Groups and associate the Discount Groups with the Stock Groups from Exchequer.



The below is a step by step representation then of how this then works on the till.

Select items in the sale as normal.



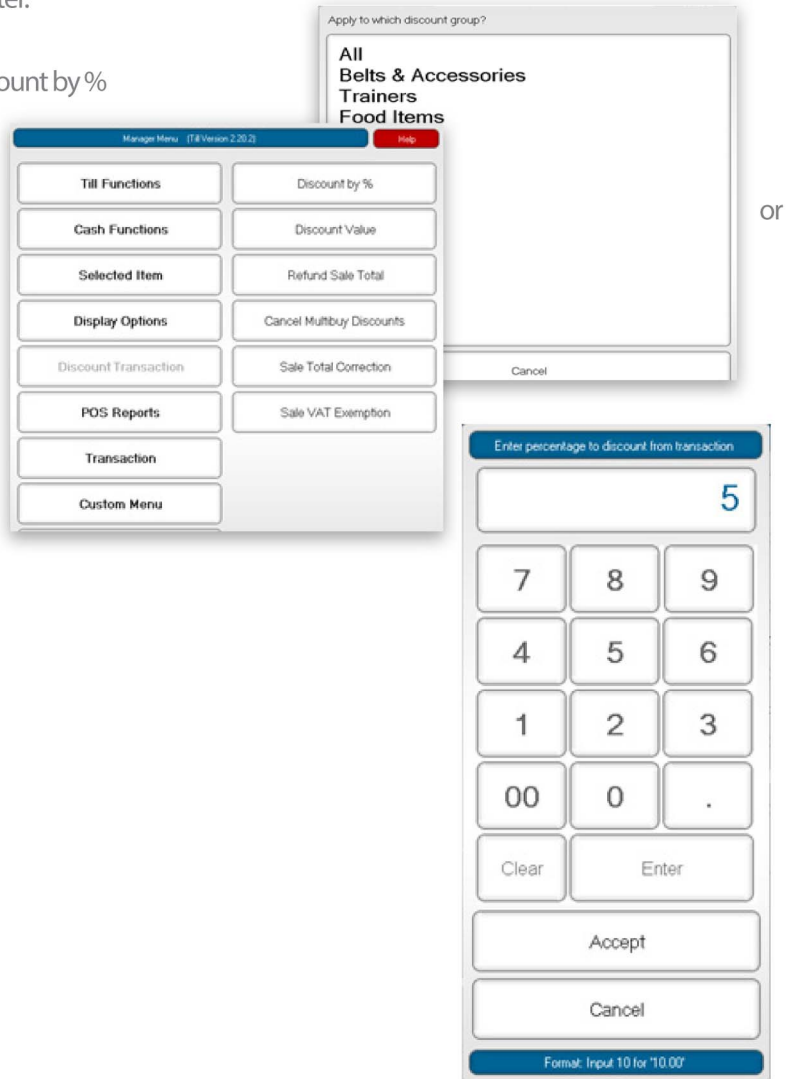
Item	Qty	Price
Black Leather Belt	1	11.95
Brown Leather Belt	1	11.95
Tan Leather Belt	1	11.95
Abercrombie Double W.	1	22.90
Abercrombie Thick Stra	1	24.00
Sports Bag	1	9.95

Multibuy Discounts	
Description	Amount
Belts Promo	-11.95

Total the transaction by selecting enter.

Select the Manager Menu then Discount by %

Select the specific department you wish to add the discount to choose All.



Specify the % discount you wish to