

# Discount Setup

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Use Discount Codes to track discounts that apply to the customer. The Discount Code is tied to the tank in the product reference area. The discount will automatically be calculated when tickets are posted. However, there will be an option to apply the discount when the payment is posted.

1. On the *Discount Maintenance* window, select **Create** to enter a Discount Code. To change a Discount Code, select the code and make any necessary changes.
2. Enter the *Division* for the Discount Code.
3. In the *Discount Code* field, enter a unique identifier for the Discount Code. This can be up to three numeric characters.
4. Enter a *Description* for the Discount Code.
5. In the *Percent or Gallons* field, enter *P* if the discount will be calculated by percentage or *G* if the discount will be calculated by gallons.
  - If calculating the discount by percentage, enter the *Percent*.
  - If calculating the discount by gallons, enter the *Cents per Gallon*.
6. Enter the *# of Days* the discount is allowed or the day of the month.
7. If the Discount is taxable, enter a *Y* for yes or *N* for non-taxable.
8. Enter the *Department* number or press **F5** to select the Department from the list.
9. Choose **Save**.