

Discount Setup

Last Modified on 05/06/2026 12:23 pm EDT

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.

Department Maintenance

Div	Dept	Description	Department Type	Sales Tax	Fed Tax	Other Tax	Tank Type	Gas Dept	General Ledger
1	99	DISCOUNT	Discount	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.0000
2	99	DISCOUNT	Discount	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. Navigate to *Main Menu / Supervisor Menu / Maintenance Menu / Maintenance Tables / Department*.
2. Select *Edit/Create* to create a Discount Department and **Continue**.
3. On the *Department Maintenance* screen, choose **Create**.
 1. Enter the *Division, Department Number, and Description*.
 2. Select *Discount* as the *Department Type* by pressing **F5** or clicking the magnifying glass.
 3. Check any of the applicable *Tax* boxes.
4. On the right of the *Department Maintenance* screen enter *Posting Transaction Code 31* and check the box for *Global Department*. Checking this marks the department to be downloaded to Energy Track.
5. Verify that the departments that you want to have the discount, are setup for a discount by setting the *Allow Discount* to *Yes*.

Discount Maintenance

1. To create a discount navigate to *Main Menu / Supervisor Menu / Maintenance Menu / Maintenance Tables / Discount*.
2. Select *Edit/Create* for the *Mode* and **Continue**.
3. Choose **Create** to enter a *Discount Code*.
 1. To change a *Discount Code*, select the code and make any necessary changes.

4. Enter the *Division* for the Discount Code.
5. In the *Discount Code* field, enter a unique identifier for the *Discount Code*. This can be up to three numeric characters.
6. Enter a *Description* for the *Discount Code*.
7. 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*.
8. Enter the *# of Days* the discount is allowed or the day of the month to pay by to get the discount.
9. If the Discount is taxable, enter a *Y* for yes or *N* for non-taxable.
10. Enter the *Department* number the discount will be applied to or press **F5** to select the Department from the list.
11. Enter the *Net Due Days* or the period of time to pay the total balance.
12. Select **Save**.

Put the discount on a tank's product

After creating the discount, the discount will need to be added to the Tank's Product in order for it to be applied.

1. Navigate to *Main Menu / Customer Menu / Customer Maintenance / Tank Info / Products Tab* and press **Ctrl + M** to modify.
2. In the *Discount (Disc)* field, enter the *Discount Code* or press **F5** to select from the list.
3. Select **Save** to save the changes.

Co Owns	Tank Serial Number	A / I	Type	Tank Description
Yes	224455	A	P	house-fill t
Yes	789983	A	P	house
No	987654	A	O	oil
No	CUSTOWNS*	A	P	PIVOT

Tank Capacity	500.00	Update K-Factor	Yes
Total Capacity	1500.00	Est Gallons Left	
Daily-Use	0.00	Est Percent Left	
K-Factor	0.00	Delivered Gallons	100.00
Prev K-Factor	0.00	Tot Gals with Delivery	1425
DD Region	1	Gals Since Last FF	0.00

DD Last Del	32	Next	32	Last Del	02/16/23	Julian Delivery	03/15/23	Last Charge	02/16/23	Last Full Fill	01/17/23
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Customer Type	2	COMMERCIAL	Last % Update	00/00/00
Delivery Type	3	JULIAN	Hold Date	00/00/00
Regulatory Code	0		Hold Reason	0
Public Assembly?	<input type="checkbox"/>	Underground?	<input type="checkbox"/>	

Products Location Tank Optimizer Log GPS Tank Coordinates					
<input type="button" value="Save"/> <input type="button" value="Test Sale"/>					
Product Description	Price Code Tier	Price	Prod Use	Disc	Default
1000 RESIDENTIAL PROPANE	1 A	2.0000		2	<input checked="" type="checkbox"/>

Price Desc: RESIDENTIAL Disc Desc: .10 cents if paid in 10 day

Delivery Address	987 RONALD REGAN PARKWAY	Special Delivery Instructions	PO Number
City/SU/Zip	BROWNSBURG IN 46112-	Rif <input checked="" type="checkbox"/> mean dog	

Tank Readings

Transfer Customer Tank

User Defined Fields

Change Inv Status

Inventory Hist

Set Up Meter/RTM

Regulator Info

Split Bill