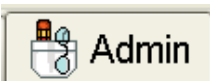
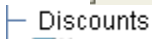

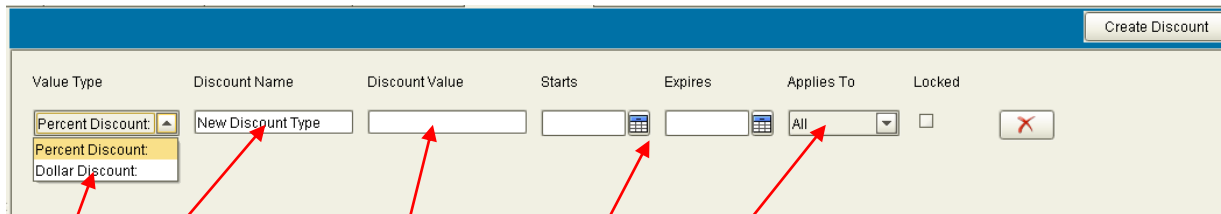


## Kitomba discounts

Kitomba™ Series 6 gives you the ability to pre set your discounts and what discounts can be given for a period of time without having to change the price for them individually. From here you will be able to also report on any discounting and find out who has been giving the discounts away.

To begin go to the  **Admin** Tab at the top of Kitomba™, on the left hand side you will see  Discounts

At the top Left hand side go to 



Here you will be able to select what type of discount you want to include - Percentage or Dollar Amount – is it \$5 off or 5% off?

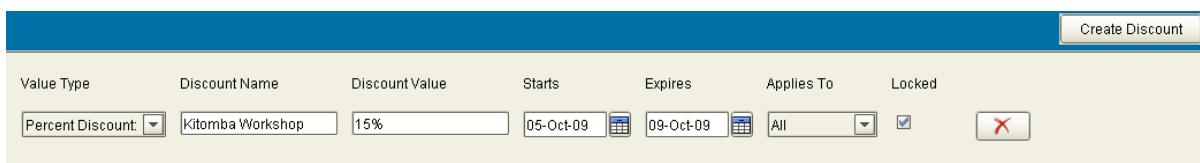
Give your discount a meaningful name. This is what will appear in the section box later on

Amount of the discount?

When does discount start/stop?

What does the discount apply to? Is it just a discount on services or retail, can it apply to everything

Here we have set up a 15% discount that applies to everything and is only available for 4 days. We have called this discount Kitomba™ Workshop



From here you will be able to utilize this discount when selling services/products to your clients. To do this create an invoice as you normally would and click into the Discount field

**Customer's Invoice**

Business Unit:  Address:  Status:   
 Customer:  Document No:   
 K\$ Available: \$0.00 Date:   
 Editing Tips  Reference:

Code	Description	Staff	Qty	Price	Disc%	Split	Total
AZM	Extra Body Sculpting Foam 170ml		1	\$19.95			\$19.95

Designated Sales Person:  Comment:

**Payments**

Date	Payment	Amount
	Cash	\$20.00

Total Payments:   
 Change Given:   
 Session: None

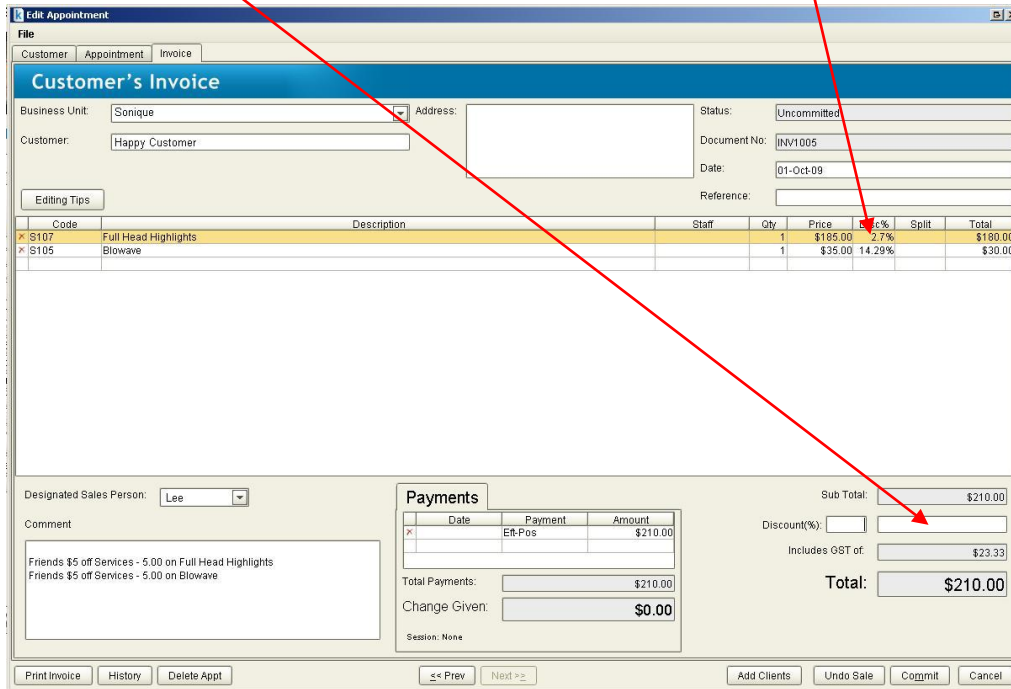
Sub Total:   
 Discount(%):   
 Includes GST of:   
**Total:**   
Includes rounding of 5c

When clicking in the discount field, a pop up box will appear and you can select the discount you wish to use:

**Apply Discount**

Discount Amount:   
 Applies To:   
 Reason:   
 Discount currently applied: None

From here Kitomba™ will insert discount into either the product/service line or across the entire invoice amount.



Finally you can run the Discounts Used report to see what discounts are being used and who they are going to.

