

Category	Product
Course	Discount Wizard
Version	1.0
Client	Generic
Software	2.15-9

# Amount Off Item Discount

Examples of amount off item discounts:

- \$3 off Banana Boat sunscreen 400g when you buy two or more
- \$5 off entire Covergirl cosmetics range
- 50¢ off Coke 2L when you produce a coupon
- Buy Bundaberg Rum 1L, get \$1 off Coke 2L.

**i** POS only applies the full value of the dollar-off discount if the final transaction amount due will be greater than or equal to \$0.00 (excluding refunds).


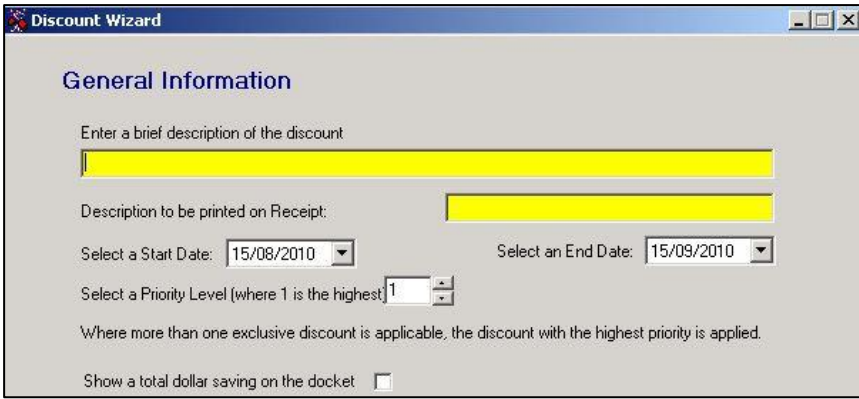

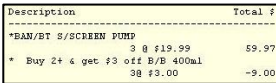

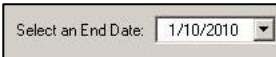

### Hints and Tips

- ✓ Use this discount to give customers a dollar-amount off:
  - a specific product
  - a department hierarchy
  - any product in the store
  - a group of specific products.
- ✓ If a customer buys products that are eligible for more than one discount, POS applies an exclusive discount first (page 5), based on the **priority level**.
  - All eligible discounts are calculated off the original price, unless the **Apply on top of price** overrides checkbox is selected (see page 5).

If the eligible discounts are:	And the priority levels are:	Then the customer gets:
all exclusive (only one can apply)	the same	only the discount with the lowest discount ID (the oldest one).
all non-exclusive	different or the same	all eligible discounts.
a mixture of exclusive and non-exclusive	different or the same	one exclusive discount (depends on priority, as above), and all non-exclusive discounts.

- ✓ Function buttons:
  - **Back:** to check/edit selection/s on the previous screen.
  - **Next:** to go to the next screen.
  - **Cancel:** to cancel the discount.

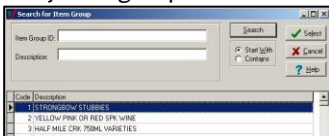
### Procedure to Create an Amount Off Item Discount

1.	From the HOS/BOS <b>Tools</b> menu, select <b>Discount Wizard</b> .	
2.	Click  .	
3.	Type a brief description of the discount. <i>*Maximum 80 characters.*</i>	
4.	Type a description that will print on the customers receipt next to the discount amount ( <i>below the target product</i> ). <i>*Maximum 30 characters.*</i> <i>*As a lesser discount will apply if the total due falls to \$0.00, don't include the value of the discount.*</i>	
5.	Select the <b>Start Date</b> that the discount is effective in stores. <i>*Defaults to today's date.*</i>	
6.	Select the <b>End Date</b> for the discount; the last day that customers can get the discount. <i>*Defaults to one month from today's date.*</i>	
		

**PRO-3g** Page | 2 of 5

**Hints and Tips**

- ✓ The **Target** defines what product/s gets the discount (step 13), and the unit or dollar quantity that must be bought to trigger the discount (step 14).
  - If you add more than one target, the customer has to buy every target (in the right quantity) to get the discount.
  
- ✓ You can discount any product, including deli meats, fruit and veg, and meat prepacks (price embedded barcodes).
  - Fruit and veg weighed at POS will apply the new p/kilo price to all amounts purchased; e.g. if apples are \$2.99 p/kilo and there's a \$1.00 off discount, the customer will pay \$1.99 p/kilo if they buy 0.5 kilos or 3 kilos worth.
  - Price embedded barcodes are treated as a one-off amount off the final price, not off the p/kilo price; so if a steak is \$12 p/kilo and a meat tray has 2 kilos (\$24), a \$1.00 discount will reduce the price to \$23.
  
- ✓ Use an **Item Group** target if the customer can choose from several products, or a product has multiple EAN/s packaging, and they don't necessarily have to buy every product to get the discount.
  - Refer to the [PRO-3b Item Groups Fact Sheet](#).
  - An item group can consist of a combination of products and department hierarchies.
  - If you don't know the **Group ID**, click to search for it; click **Search** to retrieve a list of every item group created.



<p>7. Select the <b>Priority Level</b> for this discount.  <i>*[1] is the highest priority; set a higher priority for discounts that provide better value for customers.*</i></p>											
<p>8. Select the <b>Show a total dollar saving...</b> check box if you want the discount &amp; total amount saved to print at the end of the receipt.  <i>*If a generic savings message has been configured for all receipts, this includes the saving instead.*</i></p>											
<p>9. Click </p>											
<p>10. In the <b>Select Discount Method</b> field, select <b>Amount Off Item</b>.</p>											
<p>11. Type the dollar value of the discount in cents.  <i>*E.g. enter 50c as 50, \$1 as 100, \$10 as 1000.*</i></p>											
<p>12. Click </p>											
<p>13. Select the target that will receive the discount:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">To discount:</th> <th style="text-align: left;">Then:</th> </tr> </thead> <tbody> <tr> <td>a single product (use <b>A Group of Items</b> if there are multiple EANs)</td> <td>select <b>An Item</b>. Click . Type or search for the EAN. Go to step 14.</td> </tr> <tr> <td>every product in a selected department, sub department or range, or every product store-wide (you can add exclusions at step 16)</td> <td>select <b>A Department/Sub department/Range</b>. Click . Select the required department tree or select the <b>All products</b> check box. <i>*You can select the <b>Range</b> to populate the hierarchy.*</i> Go to step 14.</td> </tr> <tr> <td>every product in a selected sub-range</td> <td>select <b>A Subrange</b>. Click . Select the required sub range. Go to step 14.</td> </tr> <tr> <td>a specific group of products</td> <td>Select <b>A Group of Items</b>. Click . In the <b>Group ID</b> field, type or search for the group OR click New to create a new group. <i>*See Hints and Tips.*</i> Go to step 14.</td> </tr> </tbody> </table>	To discount:	Then:	a single product (use <b>A Group of Items</b> if there are multiple EANs)	select <b>An Item</b> . Click . Type or search for the EAN. Go to step 14.	every product in a selected department, sub department or range, or every product store-wide (you can add exclusions at step 16)	select <b>A Department/Sub department/Range</b> . Click . Select the required department tree or select the <b>All products</b> check box. <i>*You can select the <b>Range</b> to populate the hierarchy.*</i> Go to step 14.	every product in a selected sub-range	select <b>A Subrange</b> . Click . Select the required sub range. Go to step 14.	a specific group of products	Select <b>A Group of Items</b> . Click . In the <b>Group ID</b> field, type or search for the group OR click New to create a new group. <i>*See Hints and Tips.*</i> Go to step 14.	    
To discount:	Then:										
a single product (use <b>A Group of Items</b> if there are multiple EANs)	select <b>An Item</b> . Click . Type or search for the EAN. Go to step 14.										
every product in a selected department, sub department or range, or every product store-wide (you can add exclusions at step 16)	select <b>A Department/Sub department/Range</b> . Click . Select the required department tree or select the <b>All products</b> check box. <i>*You can select the <b>Range</b> to populate the hierarchy.*</i> Go to step 14.										
every product in a selected sub-range	select <b>A Subrange</b> . Click . Select the required sub range. Go to step 14.										
a specific group of products	Select <b>A Group of Items</b> . Click . In the <b>Group ID</b> field, type or search for the group OR click New to create a new group. <i>*See Hints and Tips.*</i> Go to step 14.										



**PRO-3g** Page | 3 of 5

**Hints and Tips**

- ✓ The link between targets and criterion (added at step 17):

If the discount:	Then the discount is applied:
has no criterion	to every unit bought, if the minimum target quantity is met. E.g. Get 50¢ off when you buy <b>two (or more)</b> (the minimum) bottles of Coke 2L; the 4 <sup>th</sup> , 5 <sup>th</sup> , 15 <sup>th</sup> ... bottles also get 50¢ off.
has criterion (C)	only when the target <b>and</b> criterion product/s are <b>both</b> bought in the right multiples. E.g. 5 Buy <b>one</b> B'berg Rum 1L (C), get \$1 off <b>one</b> Coke 2L (T); two rums must be bought to get a 2 <sup>nd</sup> coke for \$1 also.  The <b>Force discount to more than the req. Targets</b> check box (see page 5) overrides this rule.

<p>14. Nominate the quantity that the customer must buy to trigger/receive the discount: <i>*You must select <b>How Many...</b> or <b>How Much...</b>; you can type [1] product or [1] cent as the minimum.*</i> <i>*Set to [1] for weighed products, POS will see this as simply buying the product, not one kilo.*</i></p> <p><b>If the discount only applies if the customer:</b></p> <table border="1"> <tr> <td>buys different products in the category (doesn't display for <b>An Item</b>)</td> <td>select the <b>Customer must buy different items from (in) the selected category</b> check box.</td> </tr> <tr> <td>buys a certain quantity of the product/s</td> <td>select <b>How many...</b>, and type the number of units that must be purchased.</td> </tr> <tr> <td>spends a certain dollar amount on the product/s</td> <td>select <b>How much...</b>, and type the amount. <i>*Enter the amount in cents. E.g. type \$5.00 as 500.*</i></td> </tr> </table>	buys different products in the category (doesn't display for <b>An Item</b> )	select the <b>Customer must buy different items from (in) the selected category</b> check box.	buys a certain quantity of the product/s	select <b>How many...</b> , and type the number of units that must be purchased.	spends a certain dollar amount on the product/s	select <b>How much...</b> , and type the amount. <i>*Enter the amount in cents. E.g. type \$5.00 as 500.*</i>					
buys different products in the category (doesn't display for <b>An Item</b> )	select the <b>Customer must buy different items from (in) the selected category</b> check box.										
buys a certain quantity of the product/s	select <b>How many...</b> , and type the number of units that must be purchased.										
spends a certain dollar amount on the product/s	select <b>How much...</b> , and type the amount. <i>*Enter the amount in cents. E.g. type \$5.00 as 500.*</i>										
<p>15. Click <b>Next &gt;</b>. <i>*The Options screen is displayed.*</i></p> <p><b>To:</b></p> <table border="1"> <tr> <td>view a summary of the discount, or finish</td> <td>select <b>Preview Discount Summary Information</b>.  Click <b>Finish</b> and go to step 19, <b>OR</b> click <b>Back</b> to return to the Options screen.</td> </tr> <tr> <td>add another target</td> <td>select <b>Add a Target</b>. return to step 13.</td> </tr> <tr> <td>exclude certain products from the discount</td> <td>you'll use the <b>Add a Target Exception</b> option. Go to step 16.</td> </tr> <tr> <td>add additional conditions</td> <td>you'll use the <b>Add a Criterion</b> option. Go to step 17.</td> </tr> <tr> <td>exclude certain products from a condition</td> <td>you'll use the <b>Add a Criterion Exception</b> option. Go to step 18.</td> </tr> </table>	view a summary of the discount, or finish	select <b>Preview Discount Summary Information</b> .  Click <b>Finish</b> and go to step 19, <b>OR</b> click <b>Back</b> to return to the Options screen.	add another target	select <b>Add a Target</b> . return to step 13.	exclude certain products from the discount	you'll use the <b>Add a Target Exception</b> option. Go to step 16.	add additional conditions	you'll use the <b>Add a Criterion</b> option. Go to step 17.	exclude certain products from a condition	you'll use the <b>Add a Criterion Exception</b> option. Go to step 18.	
view a summary of the discount, or finish	select <b>Preview Discount Summary Information</b> .  Click <b>Finish</b> and go to step 19, <b>OR</b> click <b>Back</b> to return to the Options screen.										
add another target	select <b>Add a Target</b> . return to step 13.										
exclude certain products from the discount	you'll use the <b>Add a Target Exception</b> option. Go to step 16.										
add additional conditions	you'll use the <b>Add a Criterion</b> option. Go to step 17.										
exclude certain products from a condition	you'll use the <b>Add a Criterion Exception</b> option. Go to step 18.										



**PRO-3g** Page| 4 of 5

**Hints and Tips**

- ✓ **Target Exceptions** are products in the target (selected in step 13) that won't get the discount; think of it as filtering out products when you've selected a broad target.
  - E.g. \$3 off Covergirl Cosmetics range **excluding gift packs** (these won't be discounted).
  - E.g. \$3 off Champagne, **excluding bottles priced \$6.99 or less** (these won't be discounted).
  - Don't use exceptions when the target is a single item, as the only thing to exclude would be that item!
  - Don't use the **...All products** check box; this would cancel out the discount offered!
- ✓ **Criterion** is extra conditions that the customers purchase has to meet to get the discount off the target product/s.
  - Refer to the [PRO-3c Adding Criterion Fact Sheet](#).
  - E.g. get \$1 off one Coke 2L (T) when you buy a bottle of Bundaberg Rum 1L (C).
  - The criterion isn't always a product; the customer may have to produce a coupon, a customer card, or belong to a certain customer group.
  - Products uses as criterion can't be used as a target in the same discount.
- ✓ **Criterion Exceptions** are specific products in the criterion group (selected in step 17) that you don't want to be used as criterion; think of it as filtering out products when you've used broad criterion.
  - E.g. \$3 off champagne, when you spend \$50 on red or white bottles of wine **excluding magnums** (buying magnum bottles won't count towards the \$50).
  - Don't use exceptions if the criterion is a single item.
  - Don't use the **...All products** check box; this would exclude all the criteria!

<p>16. Complete the following steps to add a target exception:</p> <ol style="list-style-type: none"> <li>a. Select <b>Add a Target Exception</b>.</li> <li>b. Click </li> <li>c. If there's more than one target listed, click the target that will have the exclusion.</li> <li>d. Click </li> <li>e. Select the type of exception.</li> <li>f. Click </li> <li>g. Select the EAN or the category to exclude. <i>*Use the same method as selecting the target in step 13.*</i></li> <li>h. Click . <i>A summary is displayed; <b>Exception 1</b> represents a target exception.</i></li> <li>i. Click </li> <li>j. Return to step 15.</li> </ol>	
<p>17. Complete the following steps to add a criterion:</p> <ol style="list-style-type: none"> <li>a. Select <b>Add a Criterion</b>.</li> <li>b. Click </li> <li>c. Select the type of object that the customer has to purchase or produce.</li> <li>d. Click </li> <li>e. Select the specific product/object required, and the criterion rules <i>*See Hints and Tips.*</i></li> <li>f. Click </li> <li>g. Return to step 15.</li> </ol>	
<p>18. Complete the following steps to add a criterion exception:</p> <ol style="list-style-type: none"> <li>a. On the Options screen, select <b>Add a Criterion Exception</b>.</li> <li>b. Click </li> <li>c. Click the criterion that you want to add an exception for.</li> <li>d. Click </li> <li>e. Select the type of exception.</li> <li>f. Click </li> <li>g. Select the EAN or category to exclude. <i>*Use the same method as selecting the target in step 13.*</i></li> <li>h. Click . <i>A summary is displayed; <b>Exception 2</b> represents a criterion exception.</i></li> <li>i. Click </li> <li>j. Return to step 15.</li> </ol>	



**PRO-3g** Page | 5 of 5

**Hints and Tips**

- ✓ **Limit Per Customer** in a single transaction options:
  - **Max Benefit amount:** the maximum saving amount in dollars; e.g. if [\$10], a discount '5\$ off entire Covergirl cosmetics range' will only be applied twice.
  - **Max number of items:** the maximum number of target products that can benefit from the discount; e.g. 'limit 5 per customer/transaction'.
  - **Max number of applications:** not used in this type of discount.
- ✓ **Options check boxes:**
  - **Nth Item is the [x] expensive:** doesn't apply to this discount.
  - **Force discount to more than the req. Targets:** only used if your discount has criteria; if selected, the discount will be applied to more than the target quantity specified (in step 14); e.g. '5\$ off champagne when you spend 50\$ (or more) on wine' - if a customer spends 60\$ on wine and buys 2 bottles of champagne, they'll get 5\$ off both bottles of champagne (otherwise, they'd have to spend another 50\$ to get 5\$ off the 2<sup>nd</sup> bottle).
  - **Discount triggered for each set of Criteria:** Not used.
  - **Non-exclusive- apply on top of other disnts:** If selected, this discount can be applied to an already discounted product. E.g. two discounts '5\$ off 2L soft drinks' & '50¢ off Coke 2L when you produce a coupon'; the customer gets 1.50\$ off when they buy coke. An exclusive discount won't apply if another exclusive discount has already been applied to the product.
  - **Apply on top of price overrides:** not applicable.
  - **No further discounts (selected discounts):** stops the discount from receiving a staff/% off txn discount set to exclude selected discounts.

<p>19. Once you've clicked  (at step 15), review and change the details of the discount as required.</p> <p><i>*Click the <b>Targets</b> tab or <b>Criteria</b> tab to view the detailed parameters.*</i></p> <p><i>*If required, click the <b>Labels</b> tab to design a ticket; refer to the <a href="#">PRO-3d Add a Discount Ticket Fact Sheet</a>.*</i></p>	
<p>20. As required, limit the number of times the customer can receive the discount in a single transaction.</p> <p><i>*See Hints and Tips.*</i></p>	
<p>21. As required, select the <b>Options</b> for the discount.</p> <p><i>*See Hints and Tips.*</i></p>	
<p>22. Click .</p>	
<p>23. To: create another discount then: return to step 2.</p> <hr/> <p>finish (BOS user) click  Click </p> <hr/> <p>finish (HOS user) click  Activate the discount/s for the applicable store/s.</p> <p><i>*Refer to the <a href="#">PRO-3f Activate a Discount Fact Sheet</a>.*</i></p> <p><i>*The discount is effective at POS on the nominated date.*</i></p>	