

Category	Product
Course	Discount Wizard
Version	1.1
Client	Generic
Software	2.18.5.34

# Amount Off Item Discount

Examples of amount off item discounts:

- \$3 off B/Boat sunscreen400g when you buy two or more
- 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).

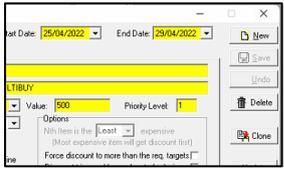
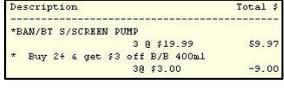
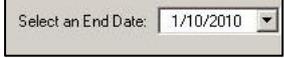
### Hints and Tips

- ✓ 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 exclusive	different	only the discount with the highest priority.
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.	<table border="1"> <thead> <tr> <th>To:</th> <th>Then:</th> </tr> </thead> <tbody> <tr> <td>Create a discount from scratch</td> <td>Click <b>New</b>. Go to step 3</td> </tr> <tr> <td>Use another discount as the base (copy it)</td> <td>Search for and select the discount to see on-screen. Click <b>Clone</b>. <i>*All details are copied, and the <b>Description</b> now starts with 'CLONE'*</i> <i>*Click <b>Undo</b> to cancel creation of this discount.*</i> Edit the discount, i.e. update the description, dates, and items. Go to step 22 to save.</td> </tr> </tbody> </table>	To:	Then:	Create a discount from scratch	Click <b>New</b> . Go to step 3	Use another discount as the base (copy it)	Search for and select the discount to see on-screen. Click <b>Clone</b> . <i>*All details are copied, and the <b>Description</b> now starts with 'CLONE'*</i> <i>*Click <b>Undo</b> to cancel creation of this discount.*</i> Edit the discount, i.e. update the description, dates, and items. Go to step 22 to save.	 
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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>							

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**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 50¢ 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, <b>or</b> 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 <b>or</b> 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 <b>OR</b> click <b>New</b> 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, <b>or</b> 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 <b>or</b> 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 <b>OR</b> click <b>New</b> to create a new group. <i>*See Hints and Tips.*</i> Go to step 14.	    
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**Hints and Tips**

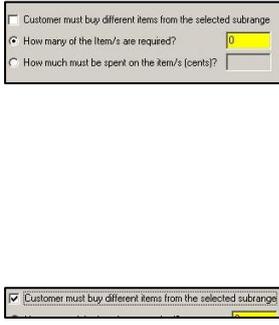
- ✓ The link between targets and criterion (added at step 17):

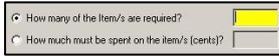
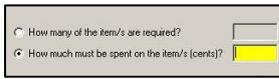
If the discount:	Then the discount is applied:
has no criterion	to every unit bought, if the minimum target quantity is met. E.g. Get 50¢ off when you buy <b>two</b> (or more) (the <i>minimum</i> ) bottles of Coke 2L; the 4 <sup>th</sup> , 5 <sup>th</sup> , 15 <sup>th</sup> ... bottles also get 50¢ off.
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.

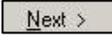
14. Nominate the quantity that the customer must buy to trigger/receive the discount:  
*\*You must select **How Many...** or **How Much...**; you can type [1] product or [1] cent as the minimum.\**  
*\*Set to [1] for weighed products, POS will see this as simply buying the product, not one kilo.\**

**If the discount only applies if the customer:**      **then:**

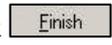
buys different products in the category (doesn't display for <b>An Item</b> )	select the <b>Customer must buy different items from (in) the selected category</b> check box.
buys a certain quantity of the product/s	select <b>How many...</b> , and type the number of units that must be purchased.
spends 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>

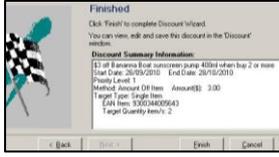


15. Click .  
*\*The Options screen is displayed.\**

**To:**      **then:**

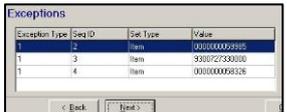
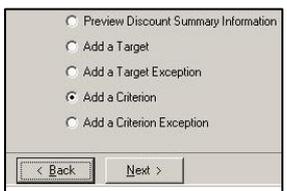
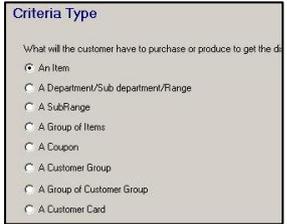
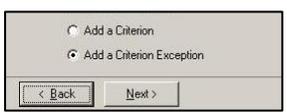
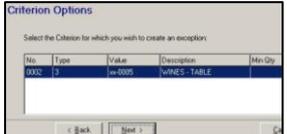
view a summary of the discount, or finish	select <b>Preview Discount Summary Information</b> .  Click  and go to step 19, <b>OR</b> click <b>Back</b> to return to the Options screen.
add another target	select <b>Add a Target</b> . return to step 13.
exclude certain products from the discount	you'll use 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.


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**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>	   



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**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 5.50\$ 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> <p>finish (BOS user) click  Click .</p> <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>	