

Adding a Discount as a Line Item

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This article shows how to add a flat discounts to sales orders. This can be done by creating an item from a item group that doesn't count inventory like a non inventory item or other charge with price valued at zero.

If your not sure how to create an item refer to this article: [Create an Item](#)

Once you have you have the discount item created, you can use it as a tool to reduce the balance on a sales order by changing the price of the discount line item to a negative number that will adjust the amount as needed.

The screenshot displays the OrderTime software interface for a sales order. The top navigation bar includes Home, Sales, Purchasing, Production, Repairs, Warehouse, and Reports. The main content area shows a sales order for 'Sales Order - 30' with a status of 'Processing'. The order details include a customer 'Bob Barker', a date of '4/3/2024', and a promise date of '4/3/2024'. The bill and ship addresses are for 'PACIFIC CREST FINANCIAL SERVICES' at '123 FORMULA DR, NAPERVILLE, ILLINOIS 14520, UNITED STATES'. A summary table on the right shows a subtotal of 10.00, a discount amount of -0.00, and a balance of 10.00. The line items table below shows two items: 'mg - pl -111' (Morgana plushy) with a quantity of 1.00 and a price of 15.00, and 'Flat Discount' with a quantity of 1 and a price of -0.50. The price field for the discount item is highlighted with a red box.

LINE NO.	ITEM	DESCRIPTION	QUANTITY	FILLED	UOM	PRICE	EXT.	TAX CODE	CLEARED	ACTIONS
1	mg - pl -111	Morgana plushy	1.00	0.00	EA	15.00	15.00	Non	<input type="checkbox"/>	
2	Flat Discount		1	0.00	EA	-0.50	-0.50	Non	<input type="checkbox"/>	

If you are looking to use a more conventional discount refer to: [Discount](#)