Adding a Discount as a Line Item
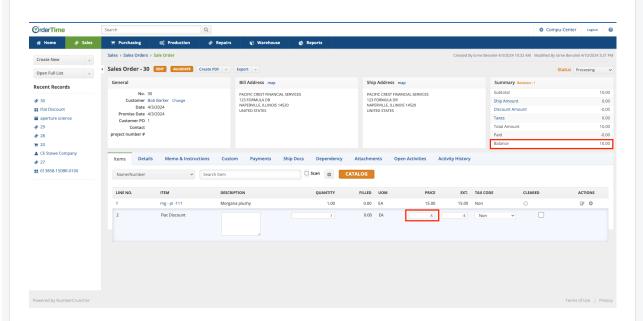
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Adding a Discount as a Line Item

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.

If you are looking to use a more conventional discount refer to: Discount