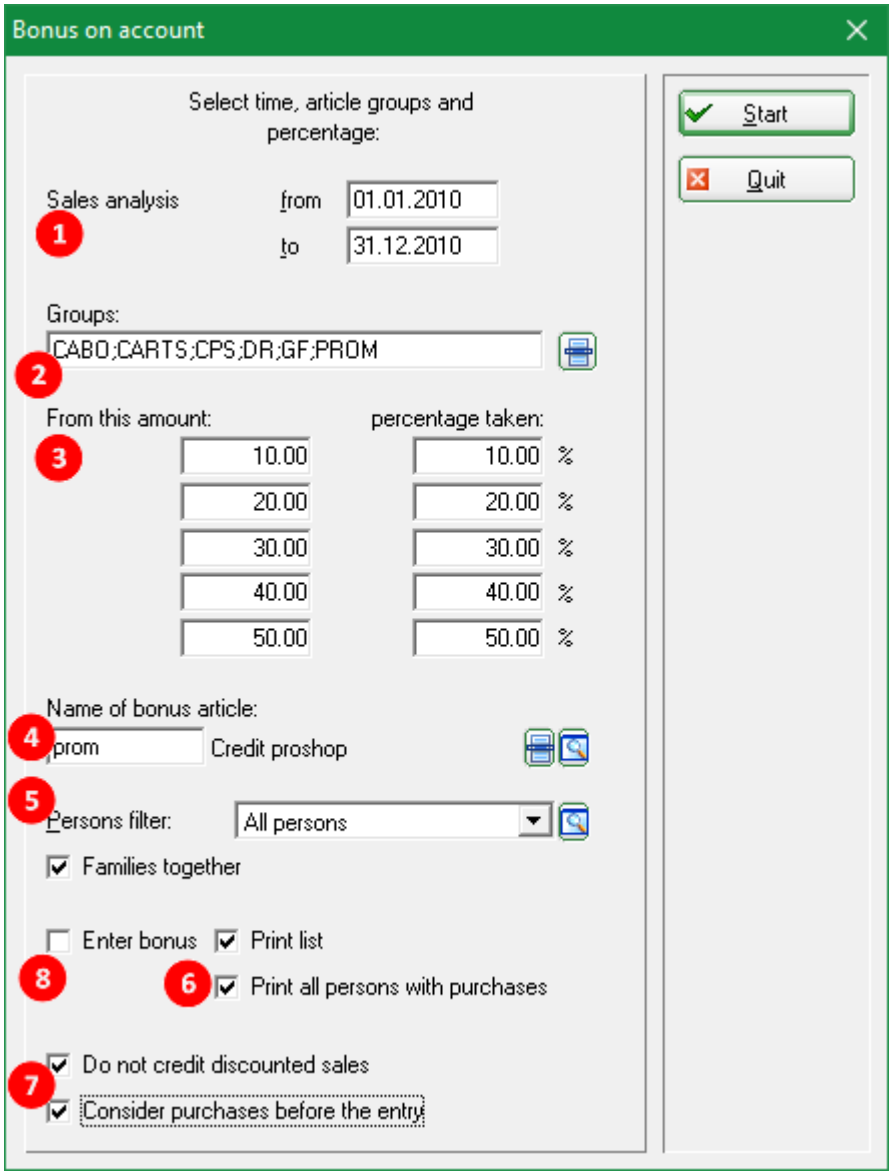
Sales discount as credit note

You get to this function via ***Articles/Turnover credit notes.*** To be able to see the menu item ***Article*** you require the additional module Pro shop - merchandise system.

Post credit notes

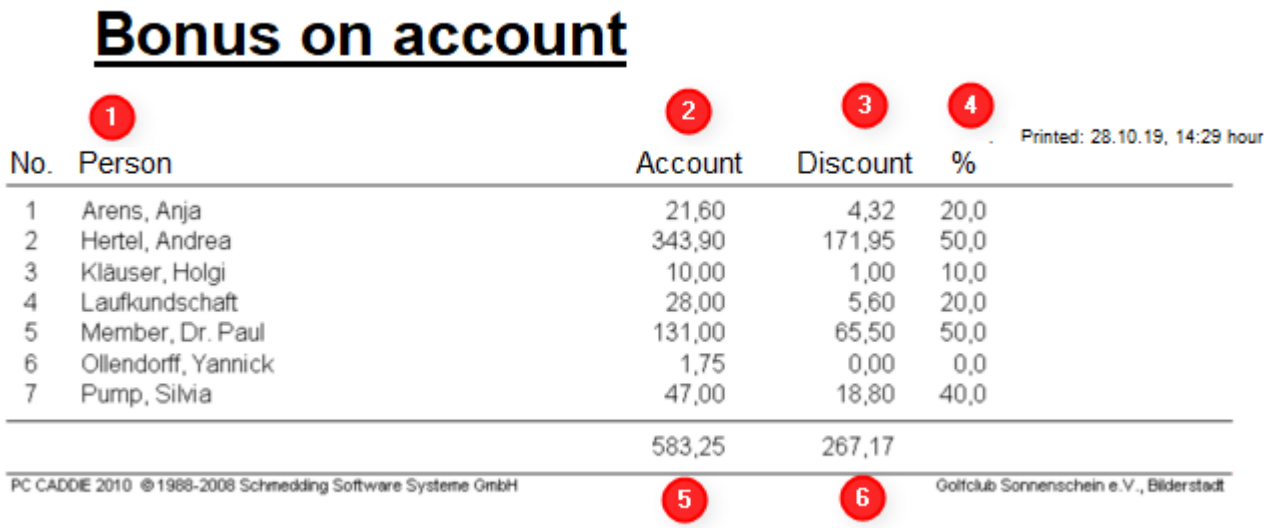
This feature allows you to grant members and guests a belated discount. Depending on the customers volume of purchases it will be posted as a credit note.



1. Define the time period for sales to be considered.
2. The relevant product groups can be selected with the list button. Leaving the field empty will mean taking all product groups into account.
3. You can set up to five discount levels.
4. For your accounting it might be useful to create an extra article for these credit notes and to give it the ***Status*** „hidden“, so it cannot be used in the cash register accidentally.

5. In a normal case you would select the person group „all members“ but you can also select any other group of people.
6. „Print all with sales“ means that even those who have spent less than required for the first discount level and therefore do not get a credit note will be displayed.
7. You can select whether you want to grant the discount on previously discounted sales and if sales that were done before the member joined the club (but lie in the defined time period) should be considered.
8. Is this box ticked off the postings will be transferred to the accounts. It would be wise to print the list without the check mark so you can check it first.

You will get a list like this:



Bonus on account

Printed: 28.10.19, 14:29 hour

No.	Person	Account	Discount	%
1	Arens, Anja	21,60	4,32	20,0
2	Hertel, Andrea	343,90	171,95	50,0
3	Kläuser, Holgi	10,00	1,00	10,0
4	Laufkundschaft	28,00	5,60	20,0
5	Member, Dr. Paul	131,00	65,50	50,0
6	Ollendorff, Yannick	1,75	0,00	0,0
7	Pump, Silvia	47,00	18,80	40,0
		583,25	267,17	

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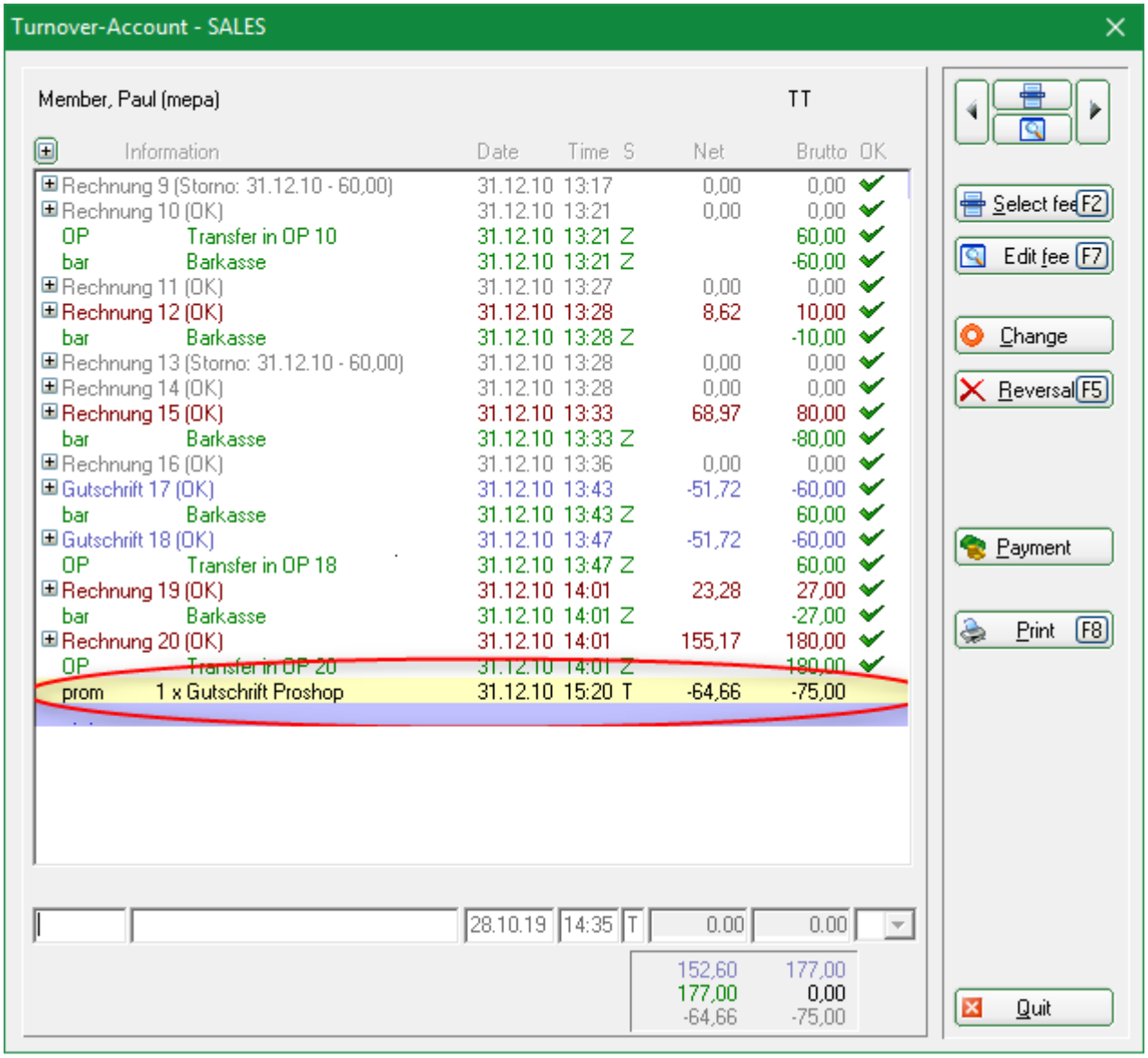
Golfclub Sonnenschein e.V., Bilderstadt

The following questions will be answered:

1. Which person?
2. What is the sales total in the set time period?
3. What is the granted discount/credit note?
4. What is the given discount rate?
5. What it the total amount of all sales in the set time period?
6. What is the total amount of all given discounts/credit notes?

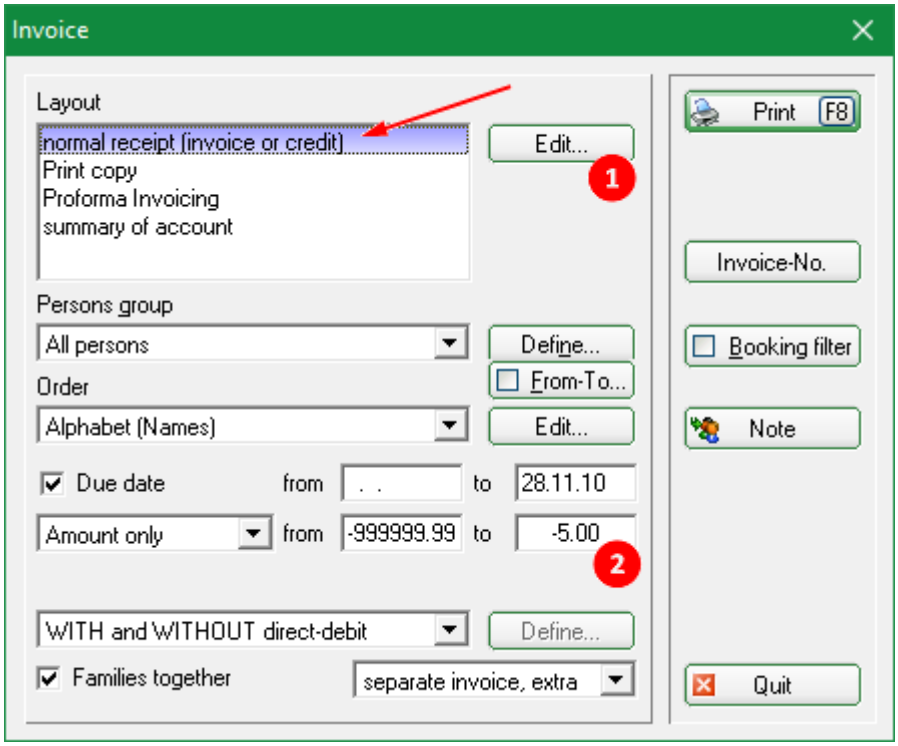
Are you satisfied with the list you can enter the check mark (8) to proceed with the postings.

In the sales accounts you will now see the credit notes as not recorded postings:



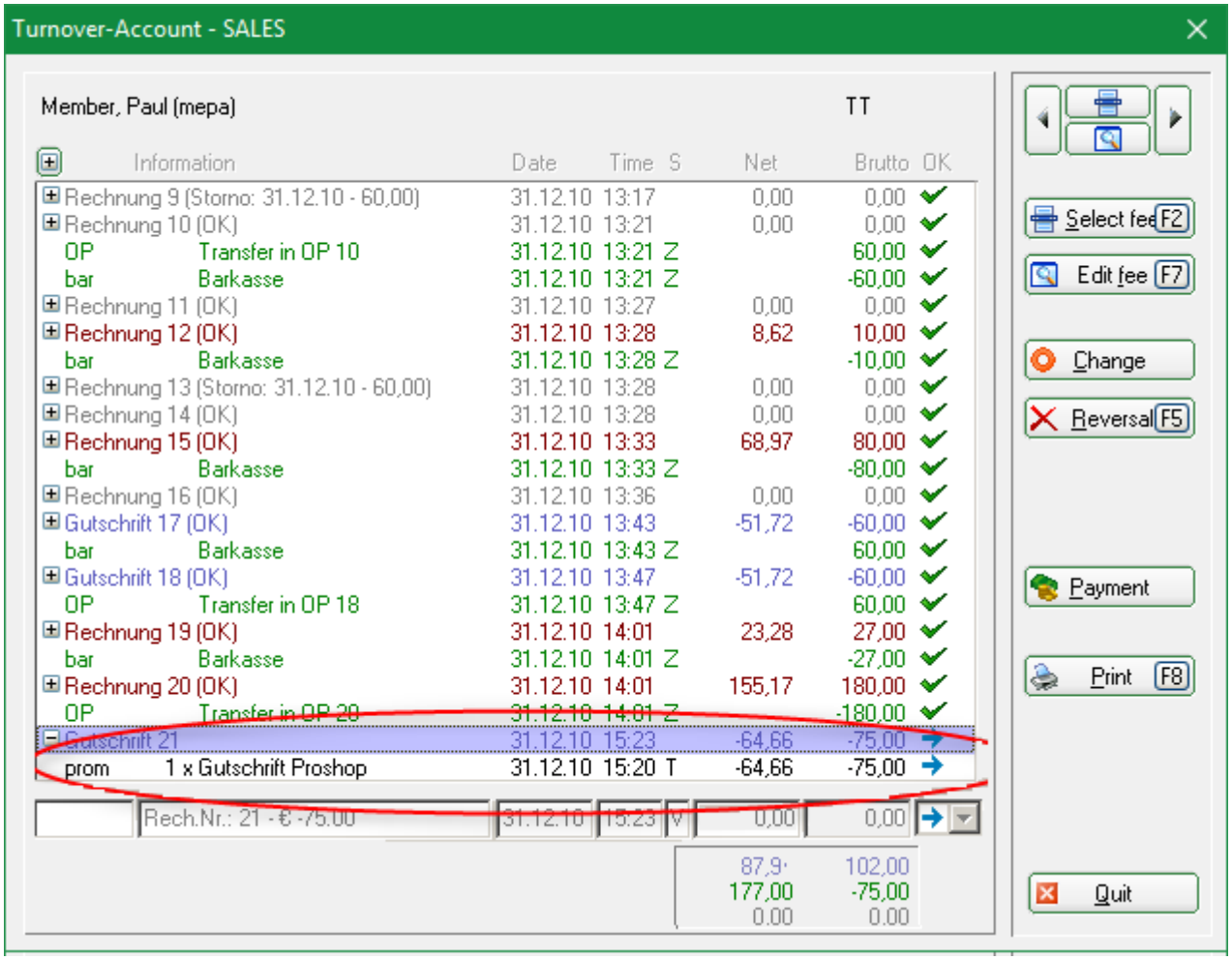
Print credit notes

The next step is to print the credit notes. Go to ***Accounts/Print…Invoices:***



Select ***normal receipt (invoice or credit)*** with a single click.
Select the layout with ***Edit*** (1) and set the balance (2) ***from -99999.99 to -5.00.***
Finally click ***Print.*** If you do not want to send the credit notes by mail you can simply launch the print as a print preview on your screen.

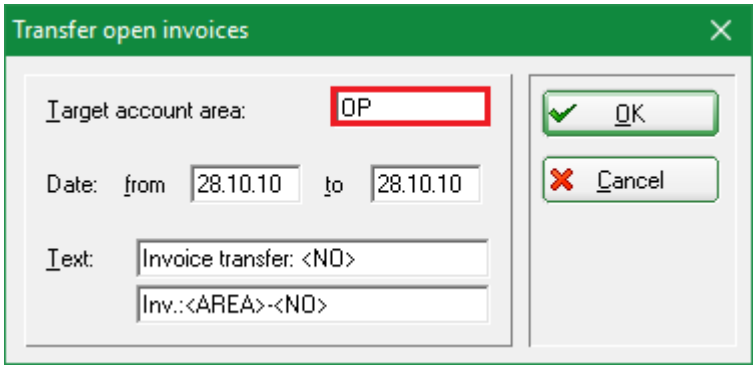
Now the sales accounts will contain the credit notes as recorded entries:



Transfer credit notes

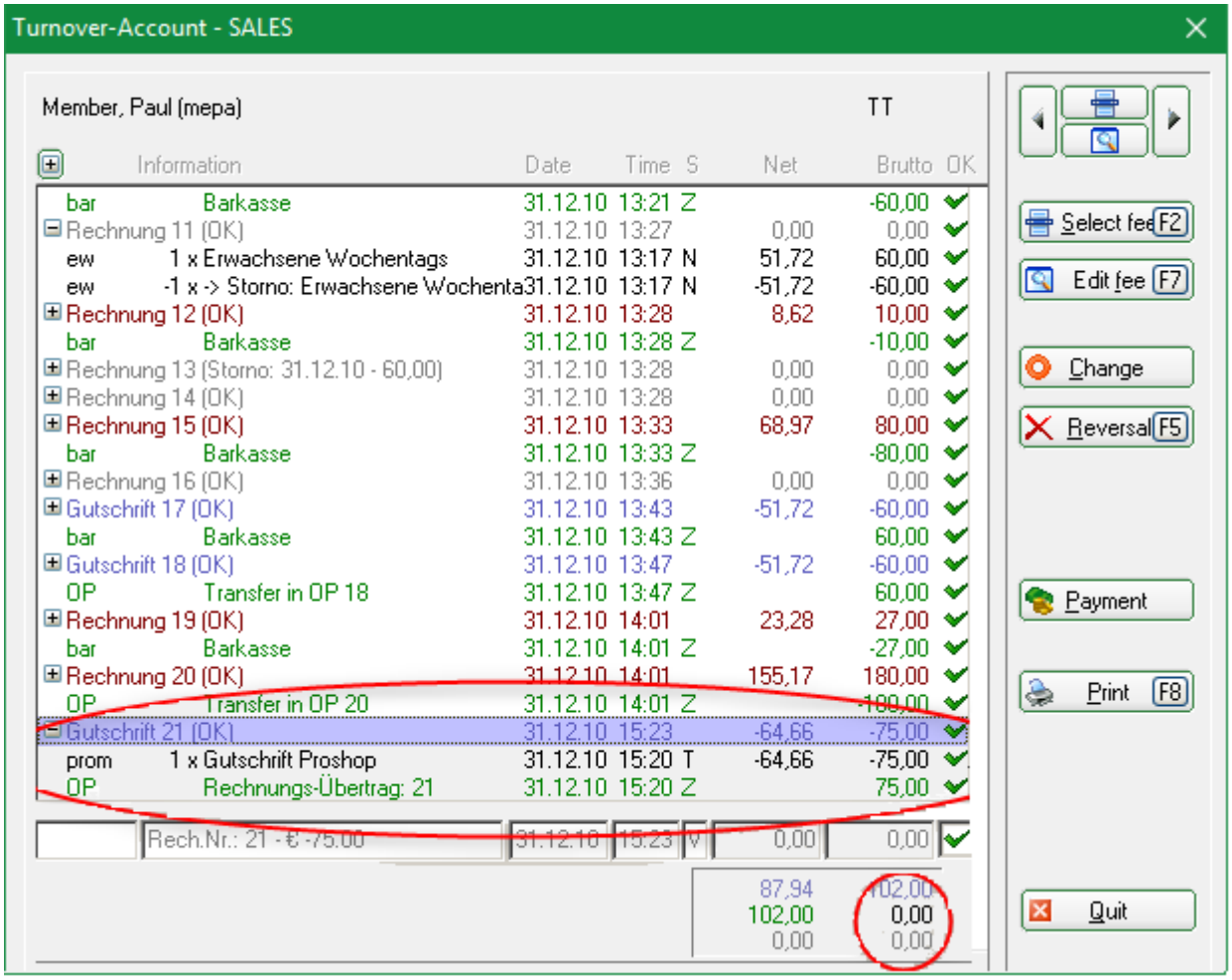
In case you are working with an OI (outstanding items) area it is necessary to transfer all credit notes to it.

To do this go to ***Accounts/Year end/Copy outstanding invoices to another area.***



If you have more than one OI area, please make sure you have selected the correct one. Confirm with ***OK.***

The balance of the sales accounts will be back to 0.00 € in the cash account area:


Turnover-Account - SALES
Member, Paul (mepa)
TT
Information
Date
Time
S
Net
Brutto
OK
bar Barkasse 31.12.10 13:21 Z -60,00
Rechnung 11 (OK) 31.12.10 13:27 0,00 0,00
ew 1 x Erwachsene Wochentags 31.12.10 13:17 N 51,72 60,00
ew -1 x -> Storno: Erwachsene Wochenta 31.12.10 13:17 N -51,72 -60,00
Rechnung 12 (OK) 31.12.10 13:28 8,62 10,00
bar Barkasse 31.12.10 13:28 Z -10,00
Rechnung 13 (Storno: 31.12.10 - 60,00) 31.12.10 13:28 0,00 0,00
Rechnung 14 (OK) 31.12.10 13:28 0,00 0,00
Rechnung 15 (OK) 31.12.10 13:33 68,97 80,00
bar Barkasse 31.12.10 13:33 Z -80,00
Rechnung 16 (OK) 31.12.10 13:36 0,00 0,00
Gutschrift 17 (OK) 31.12.10 13:43 -51,72 -60,00
bar Barkasse 31.12.10 13:43 Z 60,00
Gutschrift 18 (OK) 31.12.10 13:47 -51,72 -60,00
OP Transfer in OP 18 31.12.10 13:47 Z 60,00
Rechnung 19 (OK) 31.12.10 14:01 23,28 27,00
bar Barkasse 31.12.10 14:01 Z -27,00
Rechnung 20 (OK) 31.12.10 14:01 155,17 180,00
OP Transfer in OP 20 31.12.10 14:01 Z -180,00
Gutschrift 21 (OK) 31.12.10 15:23 -64,66 -75,00
prom 1 x Gutschrift Proshop 31.12.10 15:20 T -64,66 -75,00
OP Rechnungs-Übertrag: 21 31.12.10 15:20 Z 75,00
Rech.Nr.: 21 - € -75,00 31.12.10 15:23 V 0,00 0,00
87,94 102,00
102,00 0,00
0,00 0,00
Select fee F2
Edit fee F7
Change
Reversal F5
Payment
Print F8
Quit