



# [TIPS & TRICKS]

## [1.] How to add a discount on an invoice that has been printed or that was created previously (more than 24 hours ago).

**The TRICK :** Add a product to the invoice. However, before you can apply this TRICK, you have to initialize a specific product.

### Section Admin, Products, Suppliers.

1. You need to create a supplier named Clinic.

### Section Admin, Products, Misc. Products.

2. Add a category called Discount.
3. Add the fake brand to your Clinic supplier such as, for example, "Nil" or "-".

### Section Admin, Products, Misc. Products, Products.

4. Create a new product called Discount. This product needs to have Clinic as a supplier with the brand Nil and the category Discount. DO not put a Unit Price as it is unnecessary.

## [2.] How to apply this Discount

In the following example, the delay for the patient's order took much longer than expected and the clinic wishes to give him a \$60 discount.

1. Find his existing Invoice and add the miscellaneous product "Discount". In the Detail window, the Unit price stays at 0.00 but you need to put the amount of the discount in the Discount area and save the changes.

2. Here is the result.

Description	Qty	Prix Unitaire	Sous Total	Escompte	Taxe 1	Taxe 2	Total	Culture/bride
Monture	1	0.00 \$	0.00 \$		0.00 \$	3.00 \$	0.00 \$	Harco, Denise
Lentille ophthalmique	2	62.50 \$	127.00 \$		0.00 \$	3.00 \$	127.00 \$	Harco, Denise
Escompte	1	3.00 \$	0.00 \$	60.00 \$	0.00 \$	3.00 \$	(60.00 \$)	Harco, Denise

  

Schéma		Note		Sous-totaux	
Taxe	Paiement				
				Sous-totaux	375.00 \$
				Escompte	60.00 \$
				Taxe 1	0.00 \$
				Taxe 2	0.00 \$
				Total	275.00 \$
				Paiement	100.00 \$
				<b>Solde</b>	<b>175.00 \$</b>
				Solde patient	175.00 \$
				Solde tiers	0.00 \$

Detail - 0000011670

Type: Produit divers  
Détail: Clinique, Nil, Escompte, Escompte  
Detail

No item

Description: Escompte  
Quantité: 1  
Prix Unitaire: 0.00 \$  
Sous-total: 0.00 \$  
Escompte: 60.00  
Taxe 1:  0.00 \$  
Taxe 2:  0.00 \$  
Total: (60.00 \$)  
Paiement: 0.00 \$  
Solde: (60.00 \$)

Optométriste: 01 Place, Denise  
Ophthalmologiste:   
Ophticien(ne):   
Assistant(e):

Réception Enregistrer Annuler