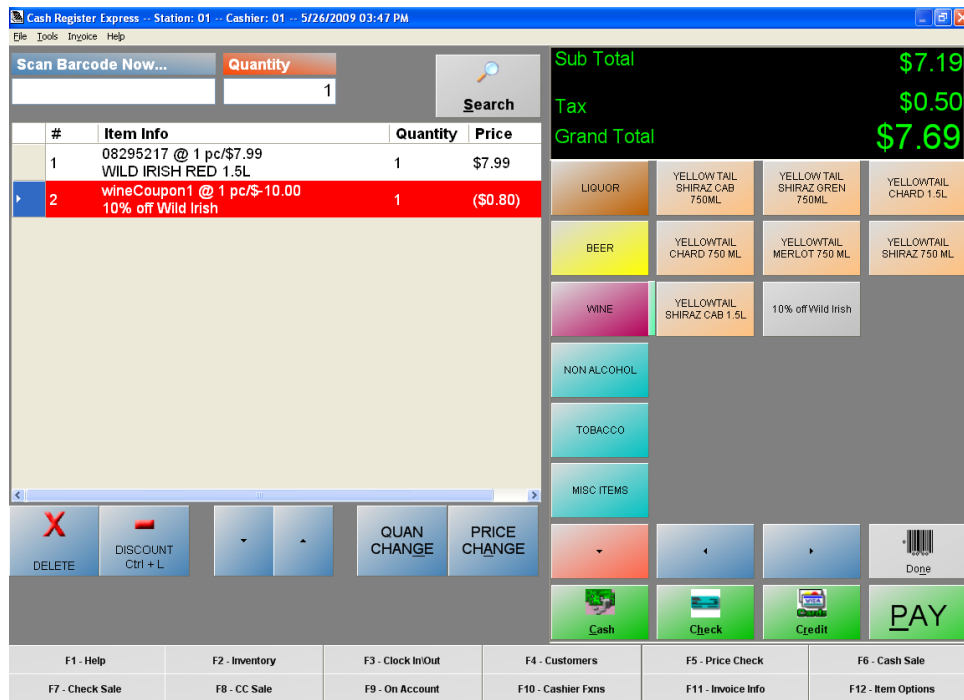


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Creating and Using In-Store Coupons

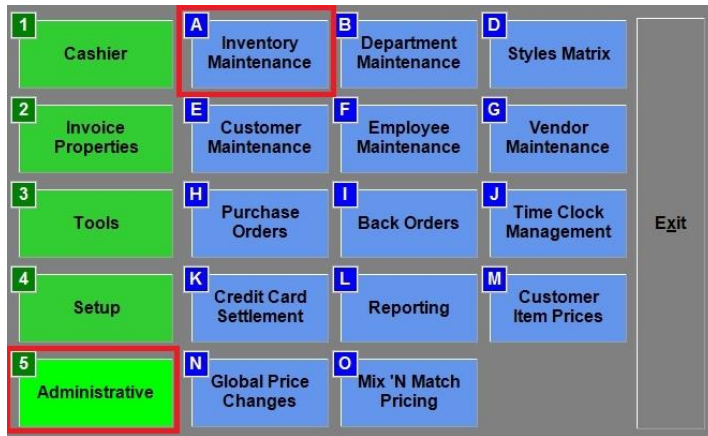


Coupons are as easy to create and configure as inventory items.

In fact, you go to the same place to do it.

Creating a coupon

To create a coupon, launch CRE/RPE, select **Manager**, provide the requested credentials, and then follow these steps.



1. Select **Administrative** and then **Inventory Maintenance**.

A screenshot of the 'Inventory Maintenance' form for the item 'TAYLOR FLAD TAWNY PORT 750ML'. The form is titled 'Inventory Maintenance' and has a 'Print Labels' and 'Keyboard' button. The 'Department for this Item' is 'WINE'. The 'Item Number' is '0000000000'. The 'Description' is 'TAYLOR FLAD TAWNY POR'. The 'Avg Cost' is '\$9.50000'. The 'Price You Charge' is '\$12.99000'. The 'Price with tax' is '\$13.90'. The '# In Stock' is '16'. There are several tabs: 'Optional Info', 'Pending Orders', 'Properties', 'Notes', 'Modifiers', 'Price Levels', 'Ordering Info', 'Special Pricing', 'Matrix', 'Sales History', 'Recipe', and 'Printers'. The 'Options' tab is selected, showing 'Additional Info' with fields for 'Bonus Points', '# Barcodes', 'Alternate SKUs' (8469230064), and 'Tag Along Items'. There are several checkboxes for item properties, such as 'Modifier Item', 'Exclude from Account Limit', 'Check ID Before Selling', 'Count This Item', 'Disable this Item', 'Prompt Quantity', 'Allow Buyback', 'Print on Receipt', 'Foodstampable', 'Auto-Weigh', 'Use Serial/Batch #', and 'Special Permission'. At the bottom, there are buttons for 'Add Item', 'Save', 'Transfer', 'Instant PO', 'Previous', 'Look up', 'Next', 'Help', 'Duplicate', 'Delete', and 'Exit'. The 'Add Item' button is highlighted with a red border.

2. Select **Add Item**.

A screenshot of a 'Question Box' titled 'Question Box' with the question 'What type of item would you like to add?'. The box contains five buttons: 'Standard Item', 'Choice Item', 'Modifier Group', 'Coupon', and 'Kit'. The 'Coupon' button is highlighted with a red border.

3. Select **Coupon** when prompted for the type of the item.

Inventory Maintenance

Coupon: 10% off Wild Irish Print Labels Keyboard

Department for this Item: **WINE** Step 4

Item Number: WineCoupon1

Description: **10% off Wild Irish** Step 5

2nd Description:

Step 6

Flat Amount **Percent** Step 7
 Tax1 Tax4
 Tax2 Tax5
 Tax3 Tax6

Discount Amount: **-10.00%**

Days Valid Restrictions

Does this coupon expire? Expiration Date: 6/30/2017 Step 8

Valid Days and Times	
Sunday	12:00 AM-11:59 PM
Monday	12:00 AM-11:59 PM
Tuesday	12:00 AM-11:59 PM
Wednesday	12:00 AM-11:59 PM
Thursday	12:00 AM-11:59 PM
Friday	12:00 AM-11:59 PM
Saturday	12:00 AM-11:59 PM

Add Time Step 10
Delete Time Step 9

Search by Item Number: Profit% 36.737 % Retail Discount 0 % Gross Margin 26.867 %

Add Item Save Transfer Instant PO
Previous Look up Next Help Duplicate Delete Exit

4. Select a Department for the coupon.
 5. Provide an item number and description.
 6. Select a discount type (Flat Amount or Percent).
 7. Specify a discount amount or percentage. It must be negative.
 8. If you would like your coupon to expire, check **Does this coupon expire?** and double click the **Expiration Date** box to pick an expiration date.
 9. Select **Delete Time** to delete highlighted times.
 10. Select **Add Time** to change the times during which the coupon is valid.
- Note:** Selecting a Tax Rate will cause the tax rate to be applied to the discount amount, resulting in a higher discount.

The screenshot shows the 'Inventory Maintenance' window with a coupon configuration for '10% off Wild Irish'. The coupon is set to a 10.00% discount. The 'Restrictions' tab is active, showing a table with columns for Rule, Type, and Description. The table lists 'WILD IRISH WHITE 1.5L' and 'WILD IRISH RED 1.5L' as items to include, and '10% off Wild Irish' as an item to exclude. A 'Save' button is highlighted in red, and other buttons like 'Include', 'Exclude', and 'Delete' are also visible. Red boxes and labels (Step 12-15) highlight specific areas of interest.

11. Select the **Restrictions** tab.

Here you can include and exclude items from the discount.

12. Selecting **Include** and picking an item, department, or category will ensure that the coupon can be used for that item, department, or category.

Selecting **Exclude** and picking an item, department, or category will ensure that the coupon cannot be used for that item, department, or category.

If you do not want the coupon to be applied multiple times to the same invoice, select **Save, Exclusive**, and then the coupon being edited.

Selecting **Delete** will delete the highlighted item, department, or category from the restrictions.

13. Specify the minimum dollar amount the invoice has to be in order for the coupon to be triggered.

14. Specify the number of days between uses of the coupon that is acceptable.

15. Select all other restrictions which you would like to apply:

Include all items besides above exceptions: Check this and exclude what you don't want the coupon applied to.

Apply only to parent items: Ensure that the coupon does not apply to modifiers.

Only allow through bonus plan: Only applicable if triggered through a loyalty plan.

Suppress Bonus Points of Affected Items: If the coupon is used, you do not get loyalty plan points on this invoice.

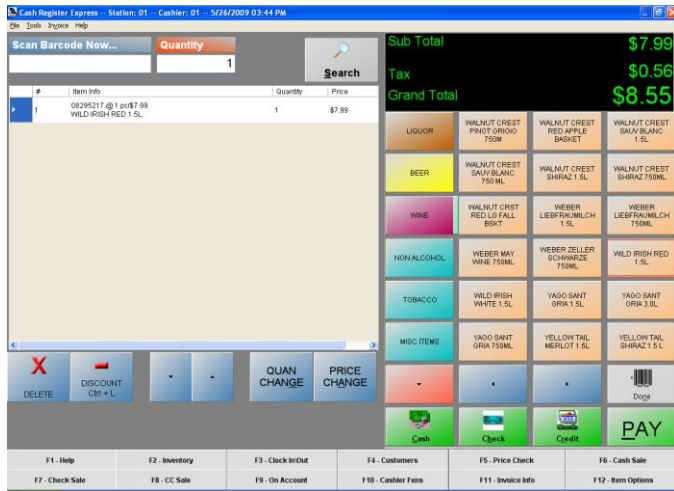
Apply to already discounted items: Whether or not it can be applied to invoices that are already discounted.

Require Permissions: Whether the employee needs permission to ring up the coupon.

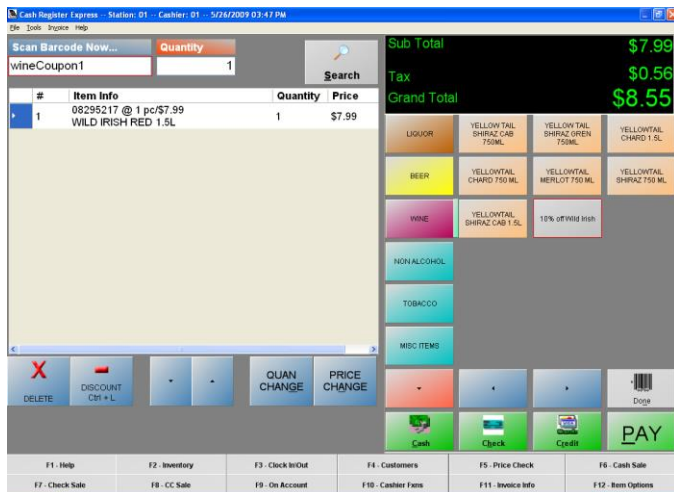
16. Choose a **Tax** rate, if the tax rate that is enabled on the coupon, it will apply that rate to the discount amount.

17. Select **Save Changes**.

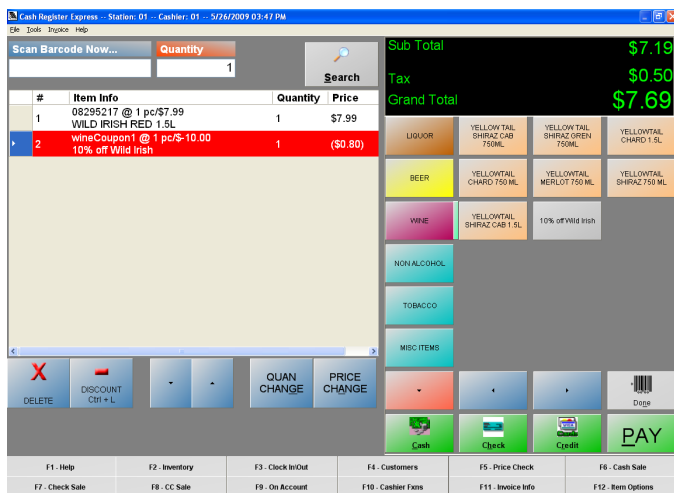
Applying a coupon



1. Ring up an item as you normally would.

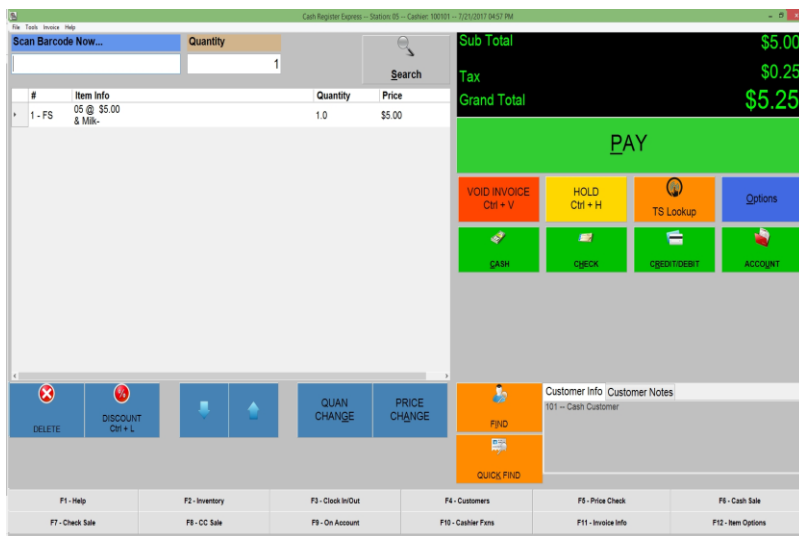


2. Select the coupon from the touch screen or type its number where you are asked to scan a barcode.

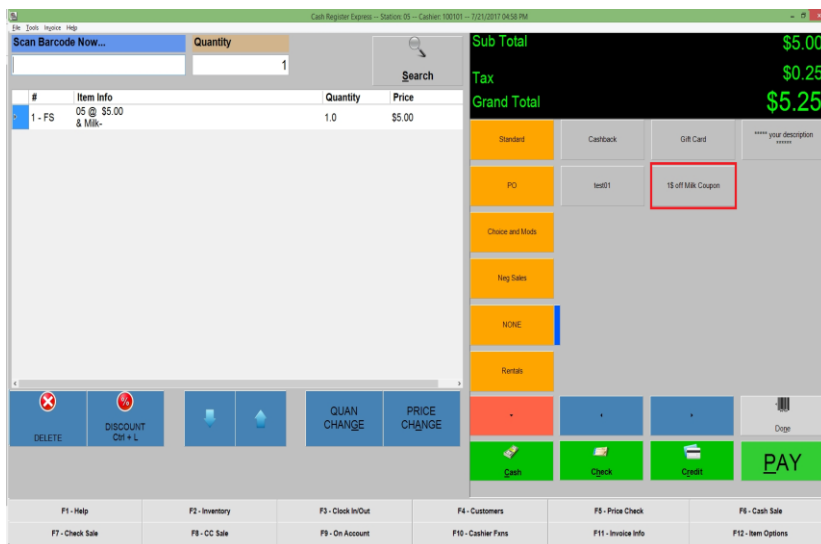


The coupon discount has been applied!

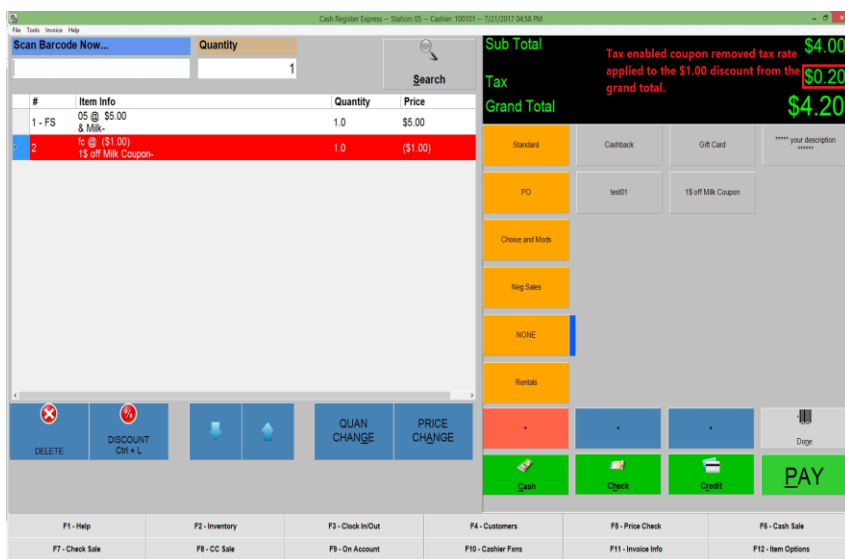
Applying a coupon with a tax rate enabled



1. Ring up an item as you normally would.



2. Select the coupon from the touch screen or type its number where you are asked to scan a barcode.



3. The coupon discount has been applied and because the tax rate was enabled on both the item in inventory maintenance and the coupon, the tax rate applied to the discount amount was removed from the total.

(Example; 5% tax rate enabled on the item that costs \$5.00 = a tax of \$0.25.

The same 5% tax rate applied to the \$1.00 coupon = \$0.05 discounted from the tax of \$0.25 which lowers the calcul total tax to \$0.20