

TacticalPay POS supports two types of discounts: **order-level discounts** that apply to the entire transaction, and **line-item discounts** that apply to a single product. Both can be entered as a flat dollar amount or a percentage. Discounts are applied in the **Sales > Checkout** screen.

Part 1 — Order-Level Discounts

1 Apply a percentage discount to the entire order

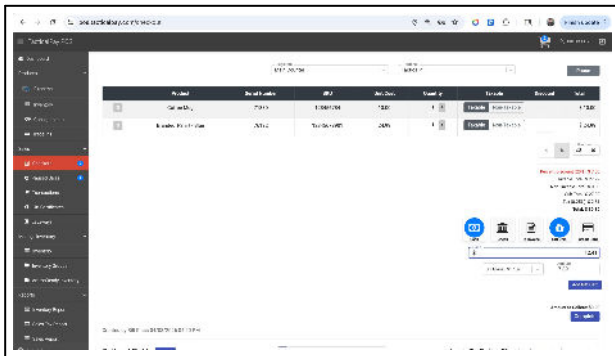


Fig. 1 — Checkout with 20% order discount applied: \$7.00 off the subtotal

The discount controls are located in the top-right area of the checkout screen, above the totals. Toggle between \$ (flat dollar) and % (percentage) using the buttons, then enter the discount value in the **Discount** field.

To apply a percentage discount to the whole order:

- Select % from the toggle
- Enter the percentage — e.g., **20** for 20% off
- The discount is calculated and shown in red below the toggle: "Percent Discount (20%): \$7.00"
- The totals update automatically — taxable total, subtotal, tax, and final total all reflect the discount

2 Apply a flat dollar discount to the entire order

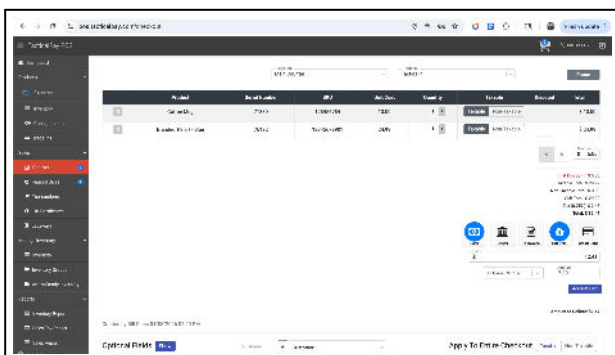


Fig. 2 — Checkout with \$5.00 flat dollar discount applied to the order

To apply a flat dollar discount to the whole order:

- Select \$ from the toggle
- Enter the dollar amount — e.g., **5.00** for \$5 off
- The discount is shown in red: "Flat Discount: \$5.00"
- All totals update automatically

Both discount types apply to **all taxable items** in the order.

Non-taxable items are excluded from the discount calculation.

Tip: The order-level discount field is also visible in the **Apply To Entire Checkout** section at the bottom of the screen, which lets you toggle whether the whole order is treated as taxable or non-taxable.

Part 2 — Line-Item Discounts

3 Apply a discount to a single product

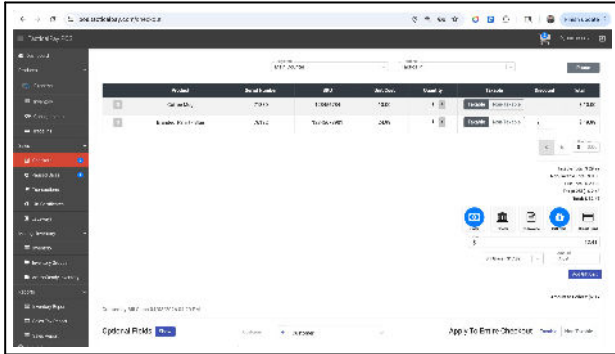


Fig. 3 — Line-item discount of \$5 applied to the Branded T-Shirt only

To discount a specific item rather than the whole order, use the **Discount** column directly on that product's row in the checkout table.

- Click the **Discount** cell on the item's row
- Enter the flat dollar amount — line-item discounts are dollar amounts only, not percentages
- The item's **Total** updates to reflect the discounted price — e.g., \$24.99 becomes \$19.99 with a \$5 discount
- Other items in the order are unaffected

Line-item and order-level discounts can be used independently or together on the same transaction.