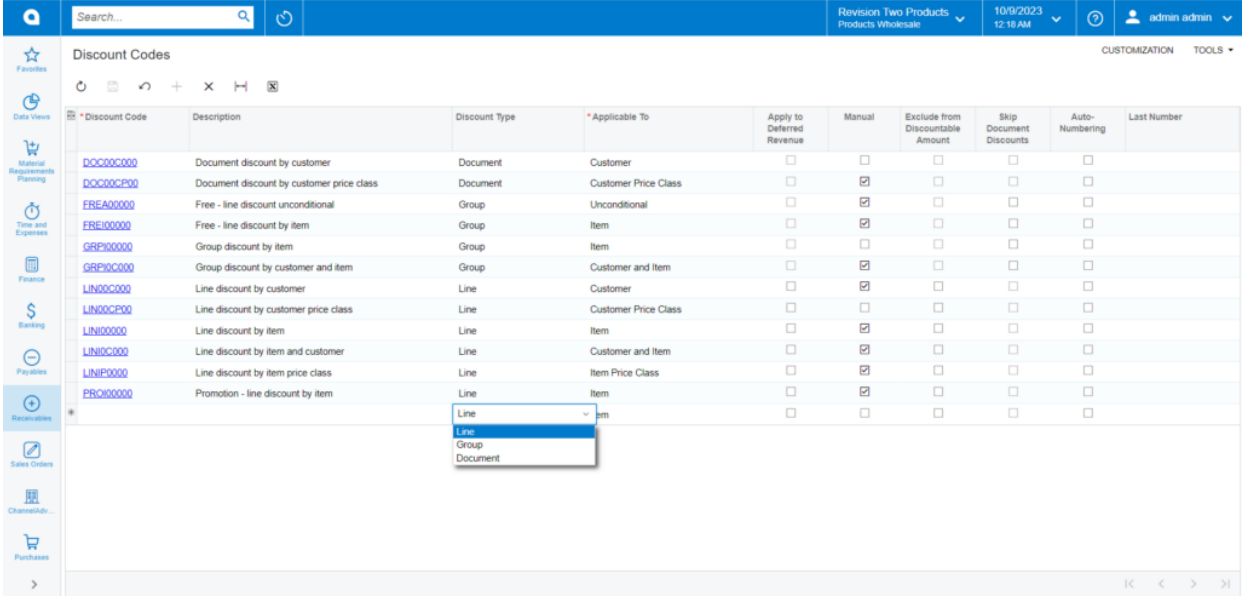# Creating Discount Codes

![x]

To create the discount code, follow the steps:

1. Click on the [+] sign to create a new code. A new row will be created. You need to fill in the details in the row.
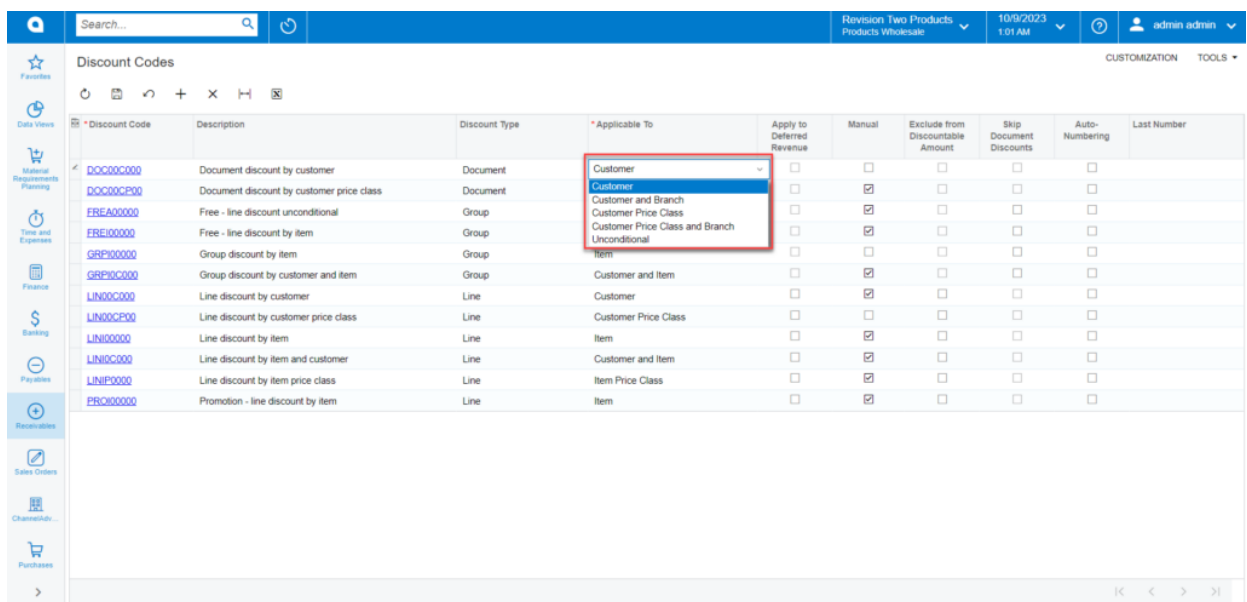
Field	Field Type	Description
Discount Code	Mandatory Text field	You need to define the discount code.
Description	Text Field	Define a description against the code that you have created.
Discount Type	Drop-down	The application will give you 3 options in the drop-down. - Line - Group - Document From the drop-down select the Line option.

Options available in the discount type drop-down

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Field	Field Type	Description
Applicable To	Mandatory Drop-down	This is a mandatory field, and you must choose the value from the drop-down. The discount will be applicable based on the selection from the drop-down. The following options will be available in the drop-down. - Customer - Customer and Branch - Customer Price Class - Customer Price Class and Branch - Unconditional

Options available under [Applicable To] column

Apply to Deferred Revenue	Check Box	If you want to apply the discount to deferred revenue, check the box.
Manual	Check Box	If you want to apply for the discount, manually check the box.
Exclude from Discountable Amount	Check box	To exclude from the discountable amount, check the box.
Skip Document Discount	Check box	To skip the document discount, check the box.

Field	Field Type	Description
Auto- Numbering	Check box	To enable the Auto-Numbering to check the box.
Last Number	Text Box	To enter the last number, use the textbox.

After configuring the new discount code, you must [Save] the record.

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