

Order penalty or Discount

Once we have clicked on the **Order penalty** button through the **Check Order** screen, or on the **Discount** button through the **Applicable Promotions** we will see a screen like the one we can see below:

The image shows a software dialog box titled "Order penalty amount" with a close button (X) in the top right corner. Inside the dialog, there are two input fields: "Reference" and "Amount". The "Reference" field is empty. The "Amount" field contains the number "0". To the right of the "Amount" field are two radio buttons: one for "\$" (which is selected) and one for "%". On the right side of the dialog, there are two buttons: "Ok" with a green checkmark icon and "Cancel" with a red X icon.

Here we must write the reference for the penalty or discount, enter the amount in cash or in percentage and press **OK**

We can check all orders with penalty or discount, through the **Daily Reports** screen.

The **Cancel** button allows us to exit of the screen without making any changes.