

**Procedures for:**  
Adding New Discounts

**Revisions:**

Version	Date	Author	Description
10.1.34 (124)	08/26/2010	Sara Toliver	Creation of document.

**Procedures:**

1. Open AgWorks Manager
2. Navigate to Products/Services > Add New
3. Select *Discounts* from the list of available Product Categories
4. Select the Discount's appropriate subcategory
5. Enter the appropriate Discount information into the form.

- A. Enter the *name* of the product as it appears on the label
  - B. Enter the Pack Size of the product
    - i. If the product is bulk, check the *Bulk* checkbox
    - i. Example Package Size: 1 each x 1 each
  - C. If the item is not *taxable*, remove the checkmark from the box.
    - i. Products will default as taxable.
  - D. Enter the Price Per unit of measure
  - E. Enter the Manufacturer
  - F. Enter the Export Unit
  - G. Enter Accounting Code
6. Once the information is confirmed to be correct, click *OK* to complete this task.