

Grant a discount in an invoice

Suppose you want to grant a customer a discount on purchased products or services. This article describes how you can include discounts in the invoice that you then send to your customer.

Create an invoice, as you are used to doing within Yoursminc.

The following example shows an invoice in which we grant a 10% discount on products to be delivered:

The screenshot shows the 'INVOICE' creation screen in Yoursminc. At the top, there's a 'Change header' button and the word 'INVOICE'. The company logo 'Flower to the People' is on the left. The company details are on the right: 'Flower to the people', 'Ginnekenweg 59a', '4818 JB, Breda', 'Trade register: 20104843', and 'VAT nr: NL1239.79.999.B.01'. Below the logo, there's a 'Change contact info' button and a box for 'Axit International Trading', 'Palsterkamp 33', '3085 GL, Rotterdam'. A 'Select contact to:' dropdown is below that. To the right, there's a 'Change invoice date' button and a box for 'Invoice date: 08-01-2024' and 'Due date: 23-01-2024'. Below this, there's an 'Invoice Number:' field with an 'Insert a reference' button. The 'Payment method:' is set to 'Bank'. The 'Prices:' dropdown is set to 'Excluding VAT' and the 'Currency:' is '€'. The main table has columns: Product, Description, Number, Price, VAT, and Total. The first row is 'Boeket 1' with description 'Mixed flower bouquet', quantity '10', price '25.00', VAT '9% Low Tariff(2)', and total '250.00'. The second row is 'DISC' with description 'Discount 10%', quantity '1', price '-25.00', VAT '9% Low Tariff(2)', and total '-25.00'. Below the table, the totals are: 'Sub total: 225.00', 'Btw: 20.25', and 'Total: 245.25'. There's an 'Add invoice detail' button at the bottom right.

Product	Description	Number	Price	VAT	Total
Boeket 1	Mixed flower bouquet	10	25.00	9% Low Tariff(2)	250.00
DISC	Discount 10%	1	-25.00	9% Low Tariff(2)	-25.00

Sub total: 225.00
Btw: 20.25
Total: 245.25

Add invoice detail

If we zoom in on the entered invoice lines, we see:


The first invoice line contains about 10 mixed bouquets, at €25,- at 9% VAT

The second invoice line applies a 10% discount to these 10 bouquets with a total of €250, which amounts to a discount of €25.

This brings the subtotal to €225, on which 9% VAT is then calculated, resulting in €20.25 VAT (€225 * 9%)

After this, we can add other invoice lines, for example to calculate delivery costs, after which the 'Final' invoice can be created and sent to the customer.

See the following example:

INVOICE				
		Flower to the people Ginnekenweg 59a 4818 JB, Breda		
		Trade register: 20104843 VAT nr: NL1239.79.999.B.01		
Axit International Trading Palsterkamp 33 3085 GL, Rotterdam				
To:				
		Invoice date: 08-01-2024 Due date: 23-01-2024		
Invoice Number: 2024000003				
Description	Number	Price	VAT	Total
Mixed flower bouquet	10	€25.00	9%	€250.00
Discount 10%	1	-€25.00	9%	-€25.00
Sub total:				€225.00
VAT 9%:				€20.25
Total:				€245.25
Payment within 30 days				

Processing VAT returns

The discount will be settled within the VAT return.

PLEASE NOTE: Invoice lines with a negative amount will be treated as a 'Discount' and not as a 'Credit'. For example, within the Belgian VAT return, this will have a clear difference with the handling of a Credit Note within VAT boxes 49 and 64.

For correct processing within the VAT return, a credit note must be created separately in the event of a credit.