

Cash Discount Options

Features & Functionality



The Cash Discount was introduced by credit card processors to offset merchant processing fees by passing fees to customers who pay by credit card. In MicroSale, merchants have two options. Option 1: adding a processing fee, also known as a non-cash adjustment, to customers who pay by credit card. Option 2: Regular menu prices are priced for credit card payments and customers who choose to pay cash receive an automatic discount.

Option 1: Adding a processing fee and reverse discount

A processing fee (or noncash adjustment) applies automatically. As you begin entering items on the check, the "Processing Fee" automatically populates on the virtual check. As items are added, the fee increases (based on the set processing fee percentage).

Cash and Credit Card totals are presented at the bottom of the virtual check as well as on the payment screen.

The customer receipt shows Processing Fee (or any other custom labeled name) below the subtotal. When cash is used, the processing fee line is followed by a Cash Discount with the reverse amount, canceling out the processing fee.

1 CUPCAKE	4.99
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Sub Total:	36.75
Processing Fee	1.47
Cash Discount:	-1.47
Sales Tax:	2.47
Check Total	37.75

Option 2: Providing a true discount to customers who choose to pay with cash

Part 1: Presenting both totals


The restaurant's menu prices reflect a marked-up amount to build the processing fees into the main price. Those who pay by credit card simply pay the advertised menu prices. Customers who choose to pay cash, receive an automatic discount.

The customer receipt shows both a Cash Total and a Charge Total before payment is taken. If the customer pays with a Credit Card, only "Charge Total" is listed.

1 CUPCAKE	5.19
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Sub Total:	7.30
Sales Tax:	0.70
Cash Total:	7.69
Check Total	8.00

Part 2: Presenting discount for cash payments

When a customer pays with **Cash**, the receipt automatically itemizes the discount.

1 CUPCAKE	5.19
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Discount List	
1 Cash Discount %	-0.31
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Sub Total:	7.30
Cash Discount:	-0.31
Sales Tax:	0.70
Check Total	7.69
 Cash	20.00
Change Due	12.31

Setting up Cash Discount Options

Option 1: Adding a processing fee and reverse discount

[Youtube: Setup video](#)

This option adds a surcharge on the guest check that automatically increases as new items are added. This surcharge is discounted when the check is closed to cash.



This option is supported in Version 9.0.1396 and higher.

1. Create the surcharge in Managers Menu > **Discount/Gratuuity Maintenance**. You can call the surcharge anything you want in the "Name" field. The Name is shown on customer receipts as well as your reports. In this example, it is called "Process Fee".
2. Next to Type, select **Charge Percentage** followed by the percentage amount in the **Amount** field. *In this example, the fee is 4 (for 4%).*
3. **Access level** must be set at a low level, such as Cook or Cashier. (Allowing the process fee to automatically add to all checks).
4. The category must be assigned to **Processing Fee** from the list of options
If "Processing Fee" does not appear in the category drop-down, your version of MicroSale does not support this feature. Please upgrade MicroSale to 9.0.1396 or higher.
5. You can set the Sales Tax to "0", to not tax the fee or you can choose the **default tax table 1** (charges the tax rate set in your Tax Table 1).
If you are not sure what your set rate is, go to Manager Menu > Register Setup > **Sales Tax Menu**
6. Select **Save**

7. After your discount has been saved, select **Discount Events** located in the Discount/Gratuuity Maintenance screen as well.
8. Click on the drop-down menu on the top and select **Processing Fee** from the list of events.
9. After it is selected, scroll through the list of discounts/surcharges and check the box next to the processing fee name that you created (in this example, the fee is named "Process Fee").

10. **Save** when completed.

Option 2: Providing a true discount to customers who choose to pay with cash

This option provides an automatic discount for customers who pay with cash; the processing fee is built into the price of the menu items.



This option is supported in Version 10.0.798 and higher.

1. Before setting up Option 2, raise the prices of the menu items
 - a. You can raise the prices of the items by going to Managers Menu > Menu Maintenance > **Menu Items and Pricing**
2. After the items' prices are raised, go to Managers Menu > Register Setup > Terminal Configuration > **Tenders-Job Codes-Paid Outs-etc.**
3. Select **Cash** from the Tender Dropdown list

1. Select the dropdown (where it says Convenience Fee by default), and select **Cash Discount %**
2. Type in the **percentage amount** (type in as a percentage value such as 4.00 for 4%)
3. Select **Save**



To use a discount name other than Cash Discount, type in a name under Alternate Name and then select Save Alt.

The screenshot shows a software interface for configuring tenders. At the top, there are several checkboxes: 'Exchange Tender', 'Manager Access For Cash Sale', 'Opens Cash Drawer', and 'Pay @ The Table with Datacap'. Below these is a dropdown menu labeled 'Cash Discount %' with a value of '4.00' next to it. Below the dropdown is a field labeled 'Alternate Name' with the text 'None' and a small icon to its right. To the right of the 'Alternate Name' field is a button labeled 'Save Alt'. At the bottom of the screen are two buttons: 'Delete' and 'Save'. Three blue circular callouts with white numbers are overlaid on the image: '1' points to the 'Cash Discount %' dropdown, '2' points to the '4.00' value, and '3' points to the 'Save' button.

After this setup, the Cash Total and Charge Total automatically add to the virtual check and presented receipts. When paying cash, cash discounts automatically itemize on the receipt.