Quantity, Unit, Price, Discount, Tax, and Rounding Reference

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Overview

This guide will help you review transaction calculations consistently and identify whether a difference comes from units, pricing, discounts, taxes, or rounding.

Numeric differences have an identifiable calculation source.

Who can do this

You need access to Underlying transaction/report access; override rights are separate.

Before you start

Know base/transaction unit, conversion, quantity precision, price level, currency, discount order, tax inclusivity/rate/base, and company decimal places.

> Before saving, check that the correct company is open and that you have permission to complete this task.

Where to find it

Open the relevant transaction lines and corresponding detail report.

Quantity, Unit, Price, Discount, Tax, and Rounding Reference

Step 1: Convert quantity to the verified base or comparison unit

Step 2: Confirm selected price/cost source and unit

Step 3: Apply line and header discounts in the verified order

Step 4: Determine tax-inclusive versus tax-exclusive calculation

Step 5: Apply additional charges/withholding as configured

Apply more charges/withholding as set up.

Step 6: Round at the actual line/document stage using company decimal places

Step 7: Compare line sum with document/report totals

Check your work

Representative lines and document totals reproduce independently within the verified rounding rule.

> Take a moment to check your work before closing the window. This small check can save time later.

If something goes wrong

- Do not force agreement with unrelated discounts or charges.
- Multi-unit and tax-inclusive comparisons are common sources of apparent differences.

Related guides

- Change Sale Line Quantity, Price, Discount, Tax, or Location
- Allocate Purchase Discount, Tax, Cost, and Location
- Read Report Totals, Signs, Running Balances, and Age Buckets

What to do next

> **Change Sale Line Quantity, Price, Discount, Tax, or Location**.

Revision #0
Created 2026-09-04 09:20:39 UTC by Shah Rukh Saeed
Updated 2026-09-07 10:14:00 UTC by Shah Rukh Saeed