



## Showing Gross Margin on a Sales Document

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### Gross Margin

Sales Document Totals

Before:

| Totals       |                             |
|--------------|-----------------------------|
| Misc Charge: | \$0.000                     |
| Discount:    | \$8.400                     |
| Discount %   | 6.00 %                      |
| Freight:     | ... \$0.000                 |
| Tax:         | \$0.000                     |
| Total:       | <b>\$131.600</b>            |
| Payment:     | <a href="#">P: 0.00 ...</a> |

After (with Gross Margin (GM) Dollars and Percentage):

| Totals - GM: [-\$18.40] [-13.98%] |                             |
|-----------------------------------|-----------------------------|
| Misc Charge:                      | \$0.000                     |
| Discount:                         | \$8.400                     |
| Discount %                        | 6.00 %                      |
| Freight:                          | ... \$0.000                 |
| Tax:                              | \$0.000                     |
| Total:                            | <b>\$131.600</b>            |
| Payment:                          | <a href="#">P: 0.00 ...</a> |

### Security

Enable Gross Margin in the Security Editor (Modules > Security):

1. In the Security column, filter to *Sales Document Properties* and make sure the box is checked
2. Under Misc, set the sub-setting *Show Gross Margin* to True

3. Click **Save**

**Note:** You must log out and log back in for security changes to take effect.

#### **Settings**

The gross margin calculation can be set to use current cost or standard cost in the Settings module (Modules > Settings):

1. Filter to *Use Standard Cost for Margin*
2. Set *Use Standard Cost for Margin* to True or False: If True, the standard cost will be used to calculate gross margin on the lines and on the document; If False, the current cost will be used.
3. Click **Save**