Creating a Prompt Pay Discount

You can add a Prompt Pay discount from the Fee Offer Overview page. Discounts that are created after a fee offer has been approved will be applied to any subsequent invoice submitted by the firm.

You can access the Create Discount window from two places on the Fee Offer Overview page:

• Select Create Discount from the More Actions icon.



• Click the +Create Discount button under the Discounts section at the bottom of the page.

Discoun	ta .	_			^	
Discou	unts (1)					
+ Cre	+ Create Discount					
0.	Discount Type	Apply To	Description	Definition		
	Prompt Pay Discount	Fees	Net10	Apply 5% discount to invoice if paid within 10 days from date invoice was sent.	/# [
0 of 1	items selected					

The Create Discount Window displays. Here, you can create a Prompt Pay Discount. If you have existing discounts, you can also edit them from this window.



1. Click Create Prompt Pay Discount.



The Create Prompt Pay Discount window displays.

Create Prompt Pay Discount					
Prompt Pay Discounts enco	urage quick payments and save your company money if you have an agreement with the Firm and make quick payments.				
Accounts Payable process	ng time: * 0-255 days Discount Applies to: * Select One 🗸				
Description	Definition				
Enter Description	Apply 0-100 % discount to invoice if paid within 1-999 days from date invoice was sent.				
Back	Save Discounts Cancel				

- 2. Enter a **number** into the Accounts Payable processing time field. AP processing time is factored into the calculation to ensure the discount is applied accurately.
- 3. Select an option from the **Discount Applies to** drop down to specify which section of the bill is affected by the discount.
- 4. Complete all other fields as appropriate, including a description of the discount and your discount terms.
- 5. Optional: You can enter in an additional discount to take place if the original discount expires. Click the **plus sign** (Add Discount Period) to the right of the discount description field.
- 6. Click Save Discounts.