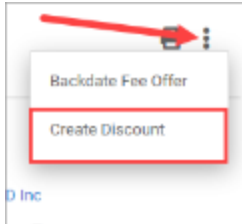


## Creating a Prompt Pay Discount

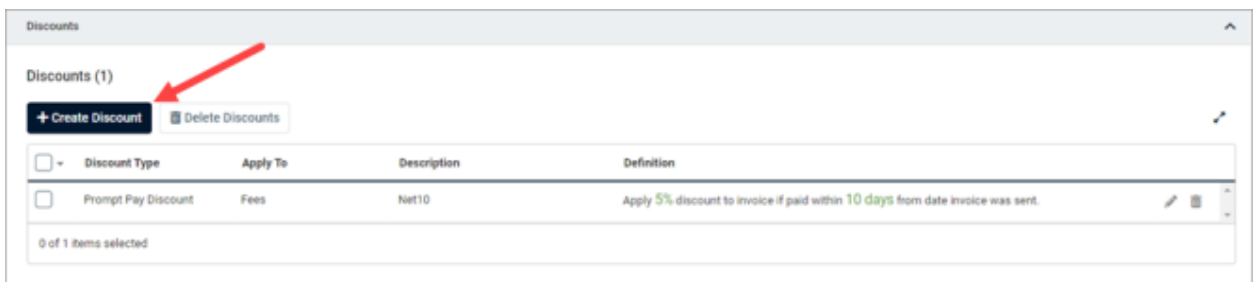
You can add a Prompt Pay discount from the Fee Offer Overview page. Discounts that are created after a fee offer has been approved will be applied to any subsequent invoice submitted by the firm.

You can access the Create Discount window from two places on the [Fee Offer Overview page](#):

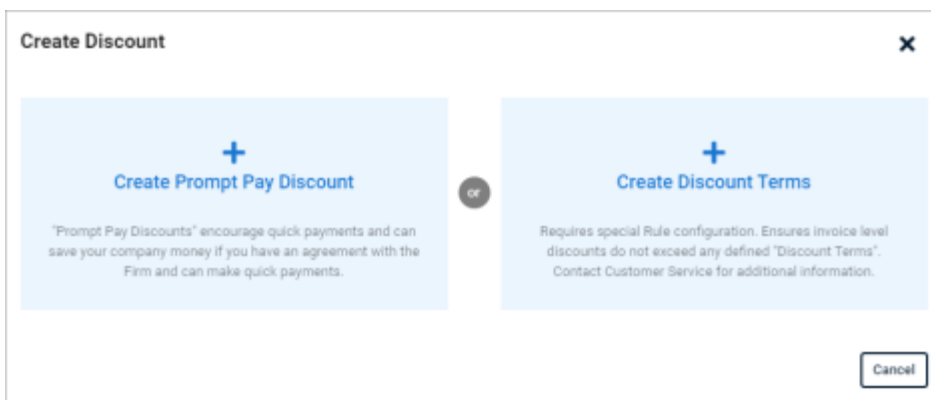
- Select **Create Discount** from the More Actions icon.



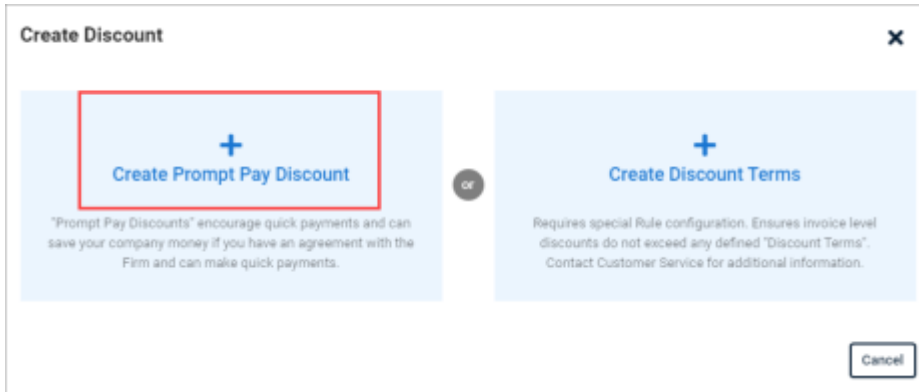
- Click the **+Create Discount** button under the Discounts section at the bottom of the page.



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.

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**.