

# Invoice Level Discounts/Adjustments

There are two options for apply discounts/adjustments to an invoice. Which type you use will depend on the type of discount/adjustment what your client wants to see on the invoice.

These instructions are for an invoice level discount/adjustment, which is applied as an individual line item.

**Discounts/adjustments should be entered as negative numbers in order to reduce the invoice total.**

## LEDES FILES

The discount/adjustment can be added in a LEDES using the code IF (fee discount) or IE (expense discount) in the **FEE/INV\_ADJ\_TYPE** field for LEDES98B and LEDES98BI Files.

*Sample IF line in LEDES98B File*

20160317|994232|1000|197033|5000.00|20160101|20160131|For Professional  
Services|2|IF|1||-500.00|20161003|||agreed discount|91880|-500.00||42892799[]

*Sample IF line in LEDES98BI V2 File*

20190225|96542G|711|528|2010|20190101|20190131|Professional  
Services|3|IF|1||-400|20190131|||Monthly  
Discount|24-6437381|-400||2018-12480|77654|76-1235|Sample  
Matter||1180|GBP||O|||||||0|0|VAT|0|GBP[]

For LEDES XML Files, adjustments can be noted in the @MATTER\_DISC\_CRED segment. In addition, there is a @TAX\_MATTER\_DISC\_CRED segment to provide information on taxes applied to matter-level adjustments.

## MANUAL INVOICE CREATION

For manual invoice creation directly in BillingPoint, enter the discount/adjustment as a negative number within the discount section.

Discounts

Date	Discount Code	Discount Type	Description	Discount Amount
<div><div>x ⇅</div><div>2020-01-01</div></div>	<div>DISC - Di...<div>x ▼</div></div>	<div>Fee<div>x ▼</div></div>	<div>Discount</div>	<div>-400</div>
<div>Add Discount</div>				