

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
<input type="text" value="2020-01-01"/>	<input type="text" value="DISC - Di..."/>	<input type="text" value="Fee"/>	<input type="text" value="Discount"/>	<input type="text" value="-400"/>