

# Apply Early Settlement Discounts from Debtors

19/05/2025 4:43 pm BST

## Summary

The Debtors Screen can be used to calculate and attribute Early Settlement Discounts (ESD).

This feature enables you to reward your clients (with a discount) for early payment.

## Details

Early Settlement Discount levels (the actual percentages to be assigned to each client) must be specified for each client before they can be applied via the Debtors Screen.

### Assigning an ESD level to a Client

1. Navigate to the Reception Screen (Reception button from main menu).
2. Search for and select a client, then navigate to the client's Additional Information screen.
3. Enter a percentage figure into the 'Early Settlement Discount' field.
4. Repeat steps 1 to 3 for all eligible client's.

The screenshot shows the 'Reception' screen for a client named 'jupiter' at 'Esher'. The 'Additional Info' tab is selected and highlighted with a red box. Below the tab, the 'Details' section shows 'Last Visit' as '30/09/2024' and 'Date Of Birth' as an empty field. The 'Account Additional Info' section has several checkboxes: 'No Statements', 'Print Summary With Invoice', 'Charity (No Tax)', and 'Charity (No Tax on Stock Items)'. The 'Surcharge/Discount' section contains three input fields: 'Treat Discount %' (0.00), 'Monthly Surcharge %' (0.00), and 'Early Settlement Discount %' (10.00). The 'Early Settlement Discount %' field is highlighted with a red box. To the right of these fields is a 'Discount Category' dropdown menu.

### Applying ESD's to client Accounts

1. When running debtors (See: Run Debtors) tick the 'Calculate ESD' checkbox.

Current Period	Period 1	Period 2	Period 3
Run Date 12	30 Days	60 Days	90 Days
From 14/10/2024 To 15/09/2024	From 14/09/2024 To 16/08/2024	From 15/08/2024 To 17/07/2024	From 16/07/2024
<input type="checkbox"/> Add Surcharge <input checked="" type="checkbox"/> Calculate ESD	<input type="checkbox"/> Add Surcharge	<input type="checkbox"/> Add Surcharge	<input type="checkbox"/> Add Surcharge

- The ESD figures will be displayed in the 'Early Settlement Discount' column for each client.
- To apply the discount, select the highlighted 'Commit Early Settlement Discount' button.

Current Period	Period 1	Period 2	Period 3
Run Date 12	30 Days	60 Days	90 Days
From 14/10/2024 To 15/09/2024	From 14/09/2024 To 16/08/2024	From 15/08/2024 To 17/07/2024	From 16/07/2024
<input type="checkbox"/> Add Surcharge <input checked="" type="checkbox"/> Calculate ESD	<input type="checkbox"/> Add Surcharge	<input type="checkbox"/> Add Surcharge	<input type="checkbox"/> Add Surcharge
<input checked="" type="checkbox"/> Commit Early Settlement Discounts			<input checked="" type="checkbox"/> Include Credit Accounts

- You will be prompted to enter an expiry date.

This will limit how long the ESD's are valid for. Once this date has passed, you will not be able to apply the ESD at the time of payment.

### Applying ESD when taking payment

When taking a payment, there is a button called 'Apply ESD'.

Receipt Date 14/10/2024	Payment Method ▼	Amount Paid: 0.00	Available Fund 0	<input checked="" type="checkbox"/> Apply ESD	Save	Pay Balance	Open Till	Cancel
<input type="checkbox"/> Mark as payment in advance	Change From: 0.00	Change Due: 0.00	Funds Allocated 0					

If a client is eligible for an ESD, this button will be available to select. If the Client is not eligible, the button is greyed out and cannot be selected.

To apply ESD when taking payment:

- Select the 'Apply ESD' button
- You are prompted to select the appropriate ESD for this client. Click 'Ok'.

Apply ESD

Please Select an Early Settlement Discount to Apply

Total: £1.99, VAT: £0.33 - Application Date: 14/08/2024 - Expiry Date: 14/09/2024 for period 16/07/2024 to 14/08/2024

Discount Date: 14/08/2024

OK

Cancel

3. The ESD is then displayed within the accounts screen as a discount.

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✓	14/08/2024	104478	104478	14/08/2024 15:51	Early Settlement Discount (Jupiter)		0.00	0.00	-1.66	-0.33	-1.99	162.05