

Issuing a Courtesy Discount

Most discounts are **fee discounts**. On the **Fee** Log enter the date, client, a zero in hours and a minus sign before the amount of the discount e.g. -\$1000. The most commonly used description is: "**Courtesy Discount ...** "

Never use a payment log entry. A payment log entry will appear as a payment from your client and increase your current and year to date receipts. The effect on the client's balance will be the same but you do not want to post a payment that did not occur.

End