

Apply Early Settlement Discounts

24/07/2025 10:44 am 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.

Reception

✕ Clear

↓ Save

✎ Modify

✖ Deactivate

👤 Client Details

📄 Additional Info

📅 Not

Details

Last Visit10/05/2018

Date Of Birth

☐ Deactivated

☐ Disallow Online Bookings

☐ Allc

Account Additional Info

☐ No Statements

☐ Print Summ

☐ Charity (No Tax)

☐ Charity (No Tax on Stock Items)

Surcharge/Discount

Treat Discount %

0.00

Monthly Surcharge %

0.00

Early Settlement Discount %

5

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	30 Days	60 Days	90 Days
From 24/07/2025	From 24/06/2025	From 25/05/2025	From 25/04/2025
To 25/06/2025	To 26/05/2025	To 26/04/2025	
<input type="checkbox"/> Add Surcharge	<input type="checkbox"/> Add Surcharge	<input type="checkbox"/> Add Surcharge	<input type="checkbox"/> Add Surcharge
<input checked="" type="checkbox"/> Calculate ESD			

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

Info

To commit the Early Settlement Discounts, you must click on 'Commit Early Settlement Discounts' at the side of the current Period Box.

OK

Current Period	Period 1	Period 2	Period 3
Run Date	30 Days	60 Days	90 Days
From 24/07/2025	From 24/06/2025	From 25/05/2025	From 25/04/2025
To 25/06/2025	To 26/05/2025	To 26/04/2025	
<input type="checkbox"/> Add Surcharge	<input type="checkbox"/> Add Surcharge	<input type="checkbox"/> Add Surcharge	<input type="checkbox"/> Add Surcharge
<input checked="" type="checkbox"/> Calculate ESD			
Commit Early Settlement Discounts		<input checked="" type="checkbox"/> Include Credit Accounts	

1. You will be prompted to enter an expiry date.

ESD

24/08/2025 10:40

OK Cancel

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	Payment Method	Amount Paid: 0.00	Available Fund 0	Apply ESD	Save	Pay Balance	Open Till	Cancel
24/07/2025		Change From: 0.00	Funds Allocated 0					
<input type="checkbox"/> Mark as payment in advance		Change Due: 0.00						

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:

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

Apply ESD

Please Select an Early Settlement Discount to Apply

Total: £1.00, VAT: £0.17 - Application Date: 24/07/2025 - Expiry Date: 24/08/2025 for period 25/06/2025 to 24/07/2025

Discount Date: 24/07/2025

OK Cancel

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

	24/07/2025	1016237		24/07/2025 10:42	Consult Nurse	Andrew ...	0.00	1.00	16.67	3.33	20.00	38.62	Polly
	24/07/2025	184684	184684	24/07/2025 10:44	Early Settlement Discount (Jupiter)		0.00	0.00	-0.83	-0.17	-1.00	37.62	