

How to Set Up Prompt Pay Codes in Table Options

Prompt Pay Codes control how a discount for paying on time is printed on *Closed* orders and/or statements. In the Customer Master screen, the **Prompt** field designates which format the customer uses by default. The prompt pay flag can be changed by order number if the salesperson has permission.

The **Invoice/Statement Prompt Pay Table** can be found in **System Administrator – Options MENU – Table Options**. The default is **A**, but several more can be setup to handle different discount scenarios. Below is a discussion of the fields and how they work. Regardless of whether invoices or statements are used, the process is the same. Statements are just several invoices added together. **Note:** Only *Current* invoices are eligible for prompt pay discounts.

Invoice/Statement Prompt Pay Table

```

Prompt Pay Code:          A (A-J)

Message:  DEDUCT $ &A FROM $ &E IF PAID BY &D
Message2:

Discount Percent:        2.0000%          ---Message print options---
                                   &P - discount percent
Discount Days:           10                &D - invoice date + days
                                   &A - amount of discount
Discount Total Invoice:   Y (Y OR N)       &N - net amount due
                                   &E - eligible amount

Exclude Freight:         N (Y OR N)

Include Labor:           Y (Y OR N)

Exclude Deposits:       Y (Y OR N)

Print Message in Middle of Body: Y (Y OR N)

Print Message on Statement: B (Y, N OR Both)

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- **Prompt Pay Code:** Targets the **Prompt** field in the A/R Customer Master file. This allows different discounts for different groupings of customers. The **Prompt** flag is copied to each order and can be changed in the POS Order Heading screen if the salesperson has permission.
- **Message:** Allows a message to print on the bottom of invoices and/or statements. These messages can optionally have the following variables embedded in them to give the customer system-calculated numbers.

&P - discount percent – This will plug in the percentage discount that the customer enjoys (e.g. 2.000). This is a numeric field, so if a % is desired, put it into the message also (e.g. **&P %**).

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&D - invoice date + days – This will plug in the date closed plus the **Discount Days**. This gives the customer a cutoff date for the prompt pay discount. This will print in **mm/dd/yyyy** format in the message.

&A - amount of discount – This will plug in the amount the customer is allowed to deduct if they pay promptly. This amount is calculated by how other options are answered.

&N - net amount due – This gives the customer a total amount due if paid by the cutoff date. This is calculated as:
(Invoice or Statement total) – (&A)

&E - eligible amount – This is the *portion* of the invoice total or the amount due on the statement that is eligible for discount. For example, if 25% of the order was **Net** item sales, then only 75% is eligible for the discount (if **Discount Total Invoice** is answered **Y**). Additional factors will be discussed later in this procedure.

- **Message2:** This allows a second message line to print. It will print under the first and can have the variables embedded into it also.

Note: Message lines will be centered on the Invoice/Statement and filled out with *'s to go across the entire form.

- **Discount Percent:** This is the percent used in the calculation to determine the discount.
- **Discount Days:** This is the number of days to add to the *Close* date on the invoice or the mailing of the statement.
Note: The system doesn't track the date statements are printed or mailed. If a specific payment date is desired, type that date into the message (e.g. **Please pay by the 10th**). The system can't plug in a specific date (e.g. **Please pay by 8/10/1999**). If this is desired, then the message will need to be *manually* changed before each statement run.
- **Discount Total Invoice:**
Y – Start with the invoice total and optionally **Exclude Freight** and **Deposits**. Because the calculation starts with the order total, it already includes **Net** item sales, line item discounts, and bottom line discounts.
N – Start with **Discountable Amt** from the POS Order Totals screen (which excludes **Net** item sales) and optionally **Include Labor**.

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- **Exclude Freight:** Only applies if **Discount Total Invoice** is answered **Y**. Will optionally deduct **Freight** from the invoice total to determine the eligible amount.
- **Include Labor:** Only applies if **Discount Total Invoice** is answered **N**. Will optionally add **Labor** to the **Discountable Amt** to determine the eligible amount.
- **Exclude Deposits:** Will optionally deduct any deposits from the invoice total to determine the eligible amount. Excluding deposits allows the discount to be given only to the builder's portion of the order, and not the homeowner. Deposits are considered as any *non-A/R* payments.
- **Print Message In Middle of Body:** Controls where the prompt pay message prints.
Y – Prints centered between the last item or payment line and the order totals.
N – Prints right above the order totals.
- **Print Message on Statement:**
Y – Prints prompt pay message on the statement only.
N – Prints prompt pay message on the invoice only.
B – Prints prompt pay message on the statement *and* the invoice.