

# Tip of the Week: Ability to Define Discounts for Fees Only

---

Flexibility when it comes to billing is the core of TimeSolv. When you look deep enough into each nook of the core, you'll always find a dark patch that needs a sweep. That's what this new update we've just rolled out is all about. Previously, users could only apply discounts to both Fees and Expenses collectively. We know we're always harping on about how much we love listening to feedback from our users, but it's true! Users now have the ability to apply discounts on 'Fees Only'. This means you no longer have to apply them to Expenses too and can simply restrict the discounts to billable Time. This week's Tip of the Week walks users through how to apply discounts to 'Fees Only'.

There are two areas where you can apply discounts for 'Fees Only'; under the Matter, or under a specific Draft Invoice. Let's first take a look at how to set this up under a Matter. Head under **Clients>Clients & Matters>[Matter]>Invoice Settings** tab. Enable the new '**Apply Discount on Fees Only**' checkbox next to the Discount field. Once this is checked, the discount will be applied to just Fees, as opposed to both Fees and Expenses.

### Matter Details

Auto-Accident - [Amber Little](#)

- General
- Originators
- Contacts
- Invoice Settings
- Payment Settings
- Team
- Matter

#### Billing Arrangement

Options\* Time and Expense

Billing Category None Specified

#### Other Settings

Default Flexible Template\* Flexible Billing Template

Apply Interest? ☐

Interest Type Compound

Payment Terms\* Upon Receipt

Payment Terms Text Payment Terms: Upon Receipt

Discount (%) 2 ☒ Apply Discount On Fees Only

Users can also apply this directly under a specific Draft Invoice. To do this, head under **Invoices>Drafts**. Click on the dollar amount to drill into editing the Draft. Click on the **Totals** tab and enable the '**Apply Discount on Fees Only**' checkbox.

This new feature is great for if you want to make sure you're not applying discounts to basic Expenses you're incurring on a Matter such as copies, postage, long-distance calls, travel expenses, etc, and ensure you're only deducting the actual service charges.

If you'd like to contact TimeSolv support for help, please call 1.800.715.1284 or Contact support!

[Contact support](#)