



STATE OF ALABAMA  
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 Office of the State Comptroller



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**MEMORANDUM**

**TO:** All Agency Accounting Staff  
**FROM:** Kathleen D. Baxter, State Comptroller   
**DATE:** September 7, 2023  
**RE:** WEX Prompt Payment Incentive

The new WEX contract allows for agencies to earn a Prompt Payment Incentive. This rebate is calculated quarterly based on the Average File Turn Days. More information on the calculation can be found within the WEX Master Agreement. The rebate will be listed on invoices as a credit under the Activity Description as “Rebates and Rebate Reversals” and under the transaction details as a “Rebate Adjustment”.

The rebate cannot be used to increase budget; therefore, it will need to be coded as revenue. Since WEX payments are made on a PRC document, a new Commodity Line will need to be entered using **Commodity Code 96342 Incentives, Rebates and Refunds**. This line will not reference the agency purchase order.

| Commodity | Name                            | Active | Tax Profile |
|-----------|---------------------------------|--------|-------------|
| ✓ 96342   | Incentives, Rebates and Refunds | Yes    |             |

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The rebate will need to be coded as **Revenue Code 0538 Contract Fees** using **Event Type AP10**.

| Fiscal Year | Revenue Source | Name          | Active | Effective From | Effective To |
|-------------|----------------|---------------|--------|----------------|--------------|
| ✓ 2023      | 0538           | Contract Fees | Yes    |                |              |

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If there are any questions about this directive, please contact the Comptroller’s Office Accounts Payable Hotline 242-4444 or email [ap@comptroller.alabama.gov](mailto:ap@comptroller.alabama.gov).

KDB/lsh