

Applying a Discount to a Voucher

The purpose of this job aid is to explain how to apply a discount to a Voucher. When a supplier gives a discount for a purchase, the discount should not be entered into the requisition or Purchase Order. The discount needs to be added as a Non-Purchase Order (Non-PO) line on the payment voucher.

1. Copy the PO line(s) into the voucher using the Copy Worksheet. If assistance is needed, please see the [PO Voucher Job Aid](#).

For Non-PO Vouchers, the **Invoice Line** section is used to enter line-item information and accounting details.

2. Use the “+” to create a new Invoice Line.

3. Enter the number of lines to be added and click **OK**.

4. On the new invoice line for the discount line, enter the following values:
 - A. In the “Line Amount” field, enter the discount amount as a negative number.
 - B. For the “SpeedChart,” enter the same Cost Center or Project that the PO or Non-PO line was charged to (this can be seen on voucher lines pulled in from the PO).
 - C. Enter a “Description” for the discount.
 - D. In the Distribution Lines section, for the “Account,” enter the same GL account number to which the PO or Non-PO line was charged (this can be seen on voucher lines pulled in from the PO).

Distribution Lines Personalize | Find | View All | 1 of 1 | Last

GL Chart	Exchange Rate	Statistics	Assets	Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Oper Unit	Fund	Dept	Program
				<input type="checkbox"/>	1	100.0000	100.0000	673.72	2.0000	UTARL	63101		2100	654321	

Line 3 Copy Down

*Distribute by: Amount

Item:

Quantity:

UOM:

Unit Price:

A Line Amount:

B SpeedChart:

Ship To:

C Description:

*Service Start Date: 03/20/2023 *Service End Date: 03/20/2023

Date:

Empl ID:

Distribution Lines Personalize | Find | View All | 1 of 1 | Last

GL Chart	Exchange Rate	Statistics	Assets	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Oper Unit	Fund	Dept	Program	Function	Product
				<input type="checkbox"/>	1	-67.37		UTARL	63101		2100	654321		800	

- Adjust the “Invoice Total” at the top of the Invoice Information page to the amount of the invoice less the discount. Click the **Calculate** button.

Summary | Related Documents | **Invoice Information** | Payments | Voucher Attributes | Error Summary

Business Unit: UTARL Invoice No: 9876543

Voucher ID: 00280051 Accounting Date: 06/30/2023

Voucher Style: Regular Voucher *Pay Terms: NET30 Net 30 Day

Invoice Date: 03/13/2023 Basis Date Type: Inv Date

Invoice Received: 03/20/2023

Supplier ID: 1000000004

ShortName: GRNG-UTA-001

Location: EDX

*Address: 1

Pay Schedule: Manual

Invoice Total

Line Total	689.03
*Currency	USD
Miscellaneous	
Freight	
Total	689.03
Difference	0.00

Save Action: Run **Calculate** Print

Note: If the invoice total is not adjusted, you will receive the below popup message:

Message

Header amounts exceed invoice line amounts by 67.37. You cannot save this voucher until it is balanced. (7030,18)

Header amounts exceed invoice line amounts. The voucher must be balanced before it can be saved.

To resolve this imbalance, adjust the “Invoice Total” above and click the **Calculate** button.

- Proceed with finalizing the voucher as required.