

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 <u>PO Voucher Job Aid</u>.

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

| nvoice Lines 👔 | | | | | | | F | ind View All | First 🕚 1 of 2 | 🕑 Last |
|--|------------------------------------|---|------------------------|---|--|--------------|------------------|---------------|-------------------------|--------|
| Line 1 Distribute by Quanti Item Quantity 2.0000 UOM EA Unit Price 336.861 Line Amount | Copy Down y ~ ~ 00 673.72 | SpeedChart Ship To Description TK80556917 | Q T Water Filter Syste | Purchase Ord UTARL 00000 Associate Recc File Force Price File F Adjust PO Pe Allocate by Pe Service Start 03 Date: Empl ID: | ter 54321 12 1 eiver(s) rcentage rcentage 20/2023 | *Service End | Date: 03/20/2023 | (11) | One Asset UPN Calculate | |
| Distribution Lines | | | | Per | sonalize Find | View All | First 🕚 | 1 of 1 🛞 Last | t | |
| GL Chart Exchange Rate | Statistics Assets | ····) | | | | | | | | |
| Copy Down Line F | O Percent Percent | Merchandise Amt Quantity | *GL Unit | Account | Oper Unit | Fund | Dept | Program | | |
| ± = 1 | 100.0000 100.000 | 0 673.72 2.0 | 000 UTARL Q | 63101 | Q | 2100 | 654321 | | 2 | |

2. Use the "+" to create a new Invoice Line.

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

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|---------------------------------|----|--------|
| Enter number of rows to add: | | |
| 1 | | |
| | ОК | Cancel |

- 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).



| T Distr | ibution | Lines | | | | | | | Pers | onalize Find | View All 💷 | 📑 🛛 First 🕚 | l of 1 🕑 Last |
|--------------|--|--|----------------------------|---------------------|--------------------------------------|---|-----------------|---------|---------------------------------------|----------------|---------------|--------------------|---------------|
| GL Cha | rt <u>E</u> x | change Ra | te <u>S</u> tatis | tics <u>A</u> ssets | | | | | | | | | |
| | Copy Down | Line | PO Percent | Percent | Merchandise Amt | Quantity | *GL Unit | Account | | Oper Unit | Fund | Dept | Program |
| + . – | | 1 | 100.0000 | 100.000 | 673.72 | 2.0000 | | 63101 | Q | ٩ | 2100 🔍 | 654321 Q | Q |
| * | Li Distribut Quar U Unit P Line Amo | ne 3 [e by Amon tem ntity IOM rice Dunt | Copy Dow ant v -67.3 | n Q Q | SpeedChart Ship To Description | 123456 CENT110 10% Discount per Inv | Q Q voice | | | | | | U |
| | | | | | | | | × | Service Start 03 Date: Empl ID: | 1/20/2023 🛐 | *Service End | d Date: 03/20/2023 | Ī |
| The Distr | ibution | Lines | | | | | | | Pers | onalize Find | View All [쾬 | 📑 🛛 First 🕚 🕯 | l of 1 🕑 Last |
| GL Cha | rt <u>E</u> x | change Ra | te <u>S</u> tatis | tics <u>A</u> ssets | | | | | | | | | |
| | Copy Down | Line | Merchandis Amt | e Quantity | / *GL Unit | Account | Ope | r Unit | Fund D | ept | Program | Function | Product |
| + | | 1 | - | 67.37 | UTARL | Q 63101 | Q | ٩ | 2100 Q 6 | 54321 | ۹ 🗌 | Q 800 | |

5. 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 Do | cuments In | voice Information | Payments | Voucher Attributes | Error Sumr | mary | | |
|--------------------|--------------|-------------------|-----------------|--------------------|------------|------------|---------------|-----------|
| | | | | | | | Invoico Total | |
| Business Unit | UTARL | | Invoice No | 9876543 | | | invoice rotar | N |
| Voucher ID | 00280051 | | Accounting Date | 06/30/2023 | 31 | | Line Total | 689.03 Se |
| Voucher Style | Regular Voud | her | *Pay Terms | NET30 | Q 👳 | Net 30 Day | *Currency | |
| Invoice Date | 03/13/2023 | 31 | Basis Date Type | Inv Date | | | Miscellaneous | 📃 🗖 At |
| Invoice Received | 03/20/2023 | 81 | | | | | Freight | Bi |
| | GRAINGER/BU | URGOON - UTARL | | | | | Total | A |
| Supplier ID | 100000004 | Q | | | | | Difference | 0.00 SI |
| ShortName | GRNG-UTA-00 | 01 🔍 | Pay Schedule | Manual | | ~ | Difference | 0.00 C |
| Location | EDX | Q | | | | | | SI |
| *Address | 1 | Q | | | | | | |
| | | | | | | | | F |
| 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. |
| OK |

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

6. Proceed with finalizing the voucher as required.