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).
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.

![Invoice Information Page](image)

**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)

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

6. Proceed with finalizing the voucher as required.