

Applying a Discount to PO Voucher

When a supplier gives a discount for a purchase, the discount should not be entered on the requisition/Purchase Order. The discount needs to be added as a non-PO line on the payment voucher.

1. Copy into the voucher the PO line(s) using the Copy Worksheet. If assistance is needed, please see the [PO Voucher Job Aid](#).
2. Use the “+” to create a new Invoice Line.

The screenshot shows the 'Invoice Lines' interface. At the top, there are fields for 'Line 1', 'Copy Down', 'Distribute by' (Amount), 'Item', 'Quantity' (1.0000), 'UOM' (LOT), 'Unit Price' (2,000.0000), and 'Line Amount' (2,000.00). To the right, there are fields for 'SpeedChart', 'Ship To' (CENT110), and 'Description'. Below these is a 'Purchase Order' section with 'UTARL' and 'Associate Receiver(s)'. A red arrow points to a '+' button in the top right corner. At the bottom, there is a 'Distribution Lines' table with columns: Copy Down, Line, PO Percent, Percent, Merchandise Amt, Quantity, *GL Unit, Account, Oper Unit, Fund, Dept, and Program. The table contains one row with values: Copy Down (checkbox), Line (1), PO Percent (44.5492), Percent (100.0000), Merchandise Amt (2,000.00), Quantity (1.0000), *GL Unit (UTARL), Account (63803), Oper Unit, Fund, Dept, and Program.

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

The screenshot shows a dialog box with the text: 'An embedded page at zafi-uat.utshare.utssystem.edu says Enter number of rows to add:'. Below the text is a text input field containing the number '1'. At the bottom of the dialog box are 'OK' and 'Cancel' buttons.

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 Cost Center or Project to which the PO line was charged (can see 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 line was charged (can see on voucher lines pulled in from the PO).

Line 2 Copy Down
 *Distribute by Amount
 Item
 Quantity
 UOM
 Unit Price
 Line Amount -200.00

SpeedChart 123456
 Ship To CENT110
 Description 10% discount per invoice

Cost Center or Project from PO Line

*Service Start 11/07/2022 *Service End 11/07/2022
 Date: Date:
 Empl ID:

Distribution Lines

GL Chart	Exchange Rate	Statistics	Assets	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Cost Center	Function	Product	PC
				<input type="checkbox"/>	1	-200.00		UTARL	63803	4700	54321	123456	500		

GL Account from PO Line

- 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 | Payments | Voucher Attributes

Business Unit UTARL
 Voucher ID NEXT
 Voucher Style Regular Voucher
 Invoice Date 11/07/2022
 Invoice Received

Supplier ID 0000039245
 ShortName TROPICAL G-001
 Location SHARED
 *Address 1

Invoice No Discount Test
 Accounting Date 11/07/2022
 *Pay Terms NET30
 Basis Date Type Inv Date
 Control Group
 Pay Schedule Manual

Invoice Total

Line Total	1,800.00
*Currency	USD
Miscellaneous	
Freight	
Total	1,800.00
Difference	0.00

Save Save For Later 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 200.00. 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.

- Proceed with finalizing the voucher as required.