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.

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 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).
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.

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

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

6. Proceed with finalizing the voucher as required.