

Applying Discount Lines to PO Voucher

Procedures for applying quoted discount lines to PO Voucher

Negative Lines on Requisition

Effective October 23, 2023, UT Share will no longer accept “negative” or “discount” lines on a Special Item Requisitions due to it causing various issues, including accuracy of Budgets/Commitment Control information.

Going forward, if a supplier provides a quote showing discount or negative line there are two options:

1

Request a revised quote from the supplier with the discount applied or built into the line item prices.

2

Enter only the items from the quote being purchased and related dollar amounts (no negative lines). Apply discount/negative line amount by adding line on payment voucher.

See following slides for procedures

Adding Discount Line to PO Voucher

- Navigate to Regular Entry in Peoplesoft and copy PO lines into Voucher. If assistance is needed, please see training resources on Financial Services website for additional information <https://www.utt Tyler.edu/finserv/trainingsresources.php> or email: accounts.payable@utt Tyler.edu
- Use the “+” icon to create a new invoice line.
- Enter the number of lines to be added and click “OK”

GL Chart	Exchange Rate	Statistics	Assets	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Oper Unit	Fund	Dept	Program
				1	44.5492	100.0000	2,000.00	1.0000	UTARL	63803				

An embedded page at zafi-uat.utshare.utsystem.edu says

Enter number of rows to add:

OK

Cancel

Filling in Discount Line Information

- In the “Line Amount” field, enter the discount amount as a negative number
- Enter the Cost Center or Project number in the “SpeedChart” field (Should be the same as the number used to create PO lines).
- Enter in “Description” for the discount.
- In the Distribution Lines section for the “Account”, enter the same account number to which the PO line was charged.

The screenshot displays a software interface for entering discount line information. It includes several form fields and a table.

Form Fields:

- Line 2** (with a Copy Down checkbox)
- *Distribute by**: Amount
- Item**, **Quantity**, **UOM**, **Unit Price**
- Line Amount**: -200.00
- SpeedChart**: 123456
- Ship To**: CENT110
- Description**: 10% discount per invoice
- *Service Start**: 11/07/2022
- *Service End**: 11/07/2022
- Date:**
- Empl ID:**

Table: 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		

Red boxes and arrows highlight the following fields:

- Line Amount** (-200.00)
- SpeedChart** (123456)
- Description** (10% discount per invoice)
- GL Account from PO Line** (63803)

Adjust Invoice Total

- Adjust the “Invoice Total” at the top of the Invoice Information page to the amount of the invoice. This should be the amount of the invoice taking into account the discount. Click the “Calculate” button.
- Proceed with finalizing the voucher, as required

The screenshot shows the 'Invoice Information' page with the following details:

- Business Unit:** UTARL
- Voucher ID:** NEXT
- Voucher Style:** Regular Voucher
- Invoice Date:** 11/07/2022
- Invoice Received:** (empty)
- Supplier:** TROPICAL GREENERY LP
- 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:** (empty)
- Pay Schedule:** Manual
- Invoice Total:** Line Total: 1,800.00, *Currency: USD, Miscellaneous: (empty), Freight: (empty), Total: 1,800.00, Difference: 0.00

Buttons at the bottom: Save, Save For Later, Action (dropdown), Run, Calculate (highlighted), Print.

If the invoice total is not adjusted, you will receive a pop-up error message. To resolve the issue, adjust the “Invoice Total” and click “Calculate” button.

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

Procurement Services

purchasing@uttyler.edu

A solid orange horizontal bar is positioned below the email address, spanning most of the width of the white content area.