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.

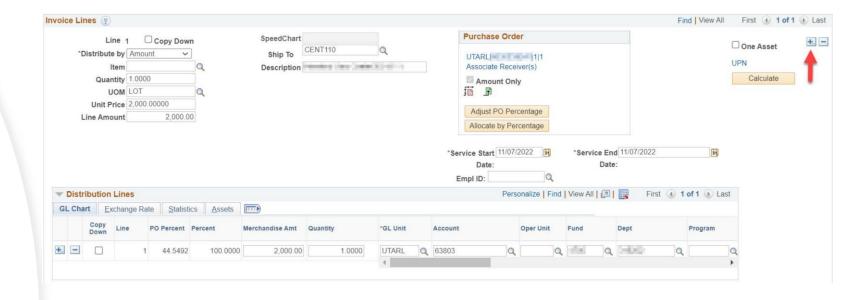
2

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.uttyler.edu/finserv/trainingsresources.php or email: accounts.payable@uttyler.edu
- Use the "+" icon to create a new invoice line.
- Enter the number of lines to be added and click "OK"



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

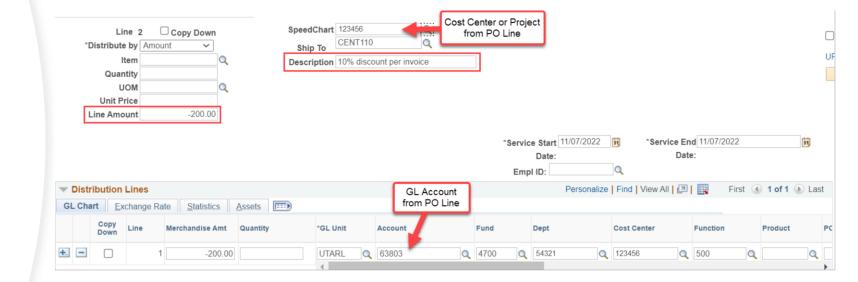
Enter number of rows to add:



Cancel

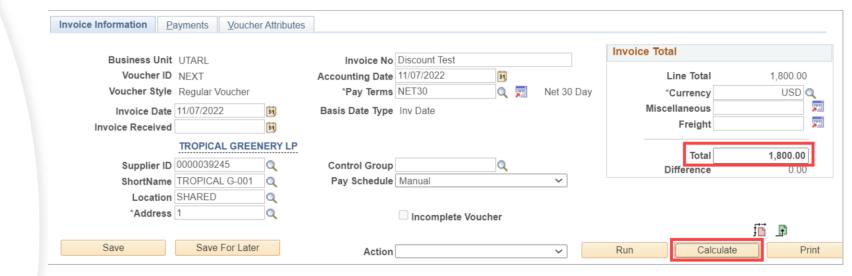
Filling in Discount Line Information

- 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.



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



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.



Procurement Services

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