

DISCOUNTS

At the time of payment, go to APOHININ, Invoice entry.

Complete the invoice processing as stated in the scripts, except for the following additional steps:

1. From the drop down table in the field labeled: Payment Terms, select the discount terms offered by the vendor.
2. Enter the total amount of the invoice in the User Invoice Total field. Do not adjust the User Invoice totals by the amount of the discount or by the amount listed in the System Invoice Total field. The User Invoice total and System Invoice total may be different, and that is okay for claims with discounts.

One Solution will automatically calculate, from the invoice date, the last day to take the Discount and the Discount Amount. Please verify the Discount Date.

At the time of the actual check issuance, One Solution will determine if the discount was earned or lost. The check amount will reflect net result. To verify the end results go to APOHUPTR, and search by warrant number.

For lump sum Discounts, insert the amount of the Discount in the extended field across from the field labeled: Disc Terms. Since the Discount terms were not used, both the User Invoice Total and the System Invoice totals should match.

The screenshot displays a software interface for invoice entry. At the top, there are several dropdown menus: Invoice Date, Security Code, Payment Type, and Payment Terms (set to 2/10N30). Below these are input fields for User Invoice Total and System Invoice Total, both showing 0.00. A 'Partial' dropdown and an 'Extract' button are also visible. The main section is titled 'Invoice Details' and contains a 'Main' tab. It features a 'GL Account' section with fields for GL, KEY, OBJ, JL, PKEY, and OBJ. Below this is a 'Description' field. To the right, there are fields for 'Quantity' and 'Unit Price' (0.00). Further down, there are fields for 'PO#' and 'P/F' (set to P). The 'Due Date' field is highlighted in yellow. Other fields include 'Received Date', 'Authorized Date', 'Second Ref', 'Product ID', 'Discount Date' (highlighted in yellow), 'Bank ID' (set to 02), 'Sep Check', and 'Vendor of Rec'. On the right side, there are fields for '1099 Flag', '1099 Dflt', 'Relate To', 'Div' (set to GEN), 'Misc', 'Tax 1', 'Tax 2', 'Charge', 'Duty', 'Disc. Terms' (set to 0.0000 and highlighted in yellow), 'Pmt Disc Terms' (set to 0.0200), and 'Extended Amount' (set to 0.00).