

FAMIS v5 FLASH # 217: Payment Discount

We have noticed some discrepancies in processing payments involving discounts. Please follow the rules below to ensure capture of discounts:

1. When releasing purchase orders from blankets, do not override the default discount term from the blanket (BPO) in the DISCOUNT TERMS field (highlighted below), unless it's a more favorable term to the City.

```
PCHL2360 V5.1 CITY AND COUNTY OF SAN FRANCISCO--
NFAMIS 04/27/2016
LINK TO: DIRECT PURCHASE ORDER
WRITING 9:57 AM
PURCHASE ORDER : DPXX16000349 ACTION IND: P STATUS:
POST NOTE : Y
PURCHASING TYPE: PC INTF TYPE : DP EFF DT:
11/04/2015 TERM : Y
DEPARTMENT : XXX BUYER : DDR CREATE:
11/04/2015 QUOTE : N
PO AMOUNT : 22.00 MATCH TYPE: AA UPDATE:
11/05/2015 INS CRT: N
PO NET AMOUNT : 22.00 CHANGE : POST :
11/05/2015 SUB CTR: N
REMAINING AMT : 22.00 CREDIT IND:
N WHSE : VEN CHG: Y
VENDOR/SUFFIX : 82196 / 01 STAPLES BUSINESS
ADVANTAGE PRINT : Y
ADDRESS 235 PINE ST STE
100 COPIES: 01
CITY : SAN FRANCISCO ST: CA ZIP:
94104 CTRY: USA
P/O TITLE : 2016 QUICK NOTES CALENDAR-J.
BAJWA * :
BPO/SCHED/CALL : BPSF00003951 / BASE /
0594 EXPEDITOR:
DELIVERY DATE : 11/18/2015 FOB : DEST TRACK
CODE:
EXPIRE DATE : FREIGHT : TRACK
DATE:
DISCOUNT TERMS : 1%10N30 PURCH AUTHRTY: TC 96711
DIST METHOD : S (S,M,P) CONTRACT ID :
SFX INDEX SUBOBJ USERCODE PROJCT PRJDTL
GRANT GRNTDTL PERCENT
01 XXXXXX 04951
```

2. When paying invoices and creating IV documents in FAMIS Purchasing, do not override the default discount term from the purchase order (DP or PO) in the DISC TERMS field (highlighted below), unless it's a more favorable term to the City. If the discount term on the actual invoice is different from the default term on the DP or PO, please contact the Vendor.

```

PCHL1500 V5.1   CITY AND COUNTY OF SAN FRANCISCO--
NFAMIS          04/27/2016
LINK TO:                               INVOICE HEADER
ENTRY          10:10 AM
INVOICE SEQ    : IVXX16000001   DOC TYPE    : IV   INVOICE ALL
: N (Y/N)
INVOICE NO/DESC : 201516/288           / POSOW4
ACTION INDICATOR : P                INTF TYPE   : IV   VOUCHER NO
: VCCO16000006
INVOICE DATE   : 07/02/2015          DTE IVC REC: 07/03/2015
PURCHASE ORDER NO : DPXX15000146   NOTE PAD    : N                DEPT
: CON05
PO DOC BALANCE :      124,650.00      CR BAL :
PROPERTY ID    :                    IVC
AMT:      10,000.00   NET:      10,000.00
VENDOR ID/SUFFIX : 88287           01   SMART ERP SOLUTIONS INC
DBA NAME       :                    HDR CR AMT :
ADDRESS        : 4683 CHABOT DR STE
380            MATCH TYPE:
AA
STATUS        : PVCH
                CITY: PLEASANTON           ST: CA ZIP:
                94588           CTRY: USA
DISTRIBUTION METHOD: D                SINGLE CHECK:
N              LETTERS SENT: 0
FREIGHT        :                    LIQ DAMAGES :
OTHER CHARGES :                    F.O.B.
POINT: DEST
                TERMS : 1%10N30                DISC
                REJECT
CODE :
SFX INDEX      SUBOBJ   USERCODE   PROJCT   PRJDTL
GRANT GRNTDTL

```

- When processing vouchers (VC or DV), **do not manually change the date in the DUE DATE field (highlighted below in yellow) to a date before the voucher is finally approved and posted.** Otherwise, the discount may be lost. The date of final approval and post is reflected in the POST field (highlighted below in green) after the voucher is posted.

Below is an example of incorrect input of due date where DUE DATE was before the POST DATE.

```

PCHL1410 V5.1   CITY AND COUNTY OF SAN FRANCISCO--
NFAMIS          04/27/2016
LINK TO:                               VOUCHER HEADER
ENTRY          10:21 AM

```

VOUCHER NUMBER	: VCXX16000496	DOC TYPE : VC	DUE
DATE: 10/02/2015			
ACTION INDICATOR	: P	SINGLE CHECK: N	INTF TYPE: VC
DATE: 10/02/2015			EFF
STATUS	: POST CHECK NUMBER:		NOTE: Y
SEQ :			CHANGE
DEPARTMENT	: XXX	XXXXXXXXXXXXXXXXXX	DOC REF NO:
AMOUNT VOUCHERED	: 1,900.00	PART/FINAL: F	
(P/F) CREATE: 10/02/15			
PURCHASE ORDER NO	: DPUC16000157	CHANGE NO	
:	UPDATE: 10/14/15		
MATCH TYPE	: AA	CONTRACT	
ID :		POST: 10/14/15	
VENDOR ID/SUFFIX	: 94124	01 AMERICAN INDIAN SCIENCE & E	
CREDIT IND : N			
DBA NAME	:		IVC NET AMT
: 1,900.00			
ADDRESS	: 2305 RENARD PL STE		
200	SEQ: IVUC16000505		
	ATTN: AISES NATIONAL		
CONFERENCE	UNPOST INV : Y		
	CITY: ALBURQUERQUE	ST: NM	ZIP :
87106	CTRY: USA		
INVOICE NO/DESC	: 1708360-82366686	/	REGISTRATION ID
82366686			
FREIGHT	:		:
	:		:
MASTER ACCOUNTING INFORMATION -		DIST METHOD: D	EXCEPTION
PROCESS: N			
SFX INDEX	SUBOBJ	USERCODE	PROJCT
GRANT GRNTDTL			PRJDTL

- Please be reminded that checks are printed only once a week on Wednesday. Weekly check run will cover payments with due date from Monday to Friday (holiday excluded) of the week if approved and posted by Wed 5PM.

The City is generally liable for payment when the goods are shipped and/or received by the City or when the service has been performed by the vendor. The discount term is applicable from the date the invoice was received by the Department for payment processing. Best practice is for invoices to be mailed to Accounting to ensure prompt handling and processing.

If you have any questions, please contact your Fund Accountant.

Thank You!