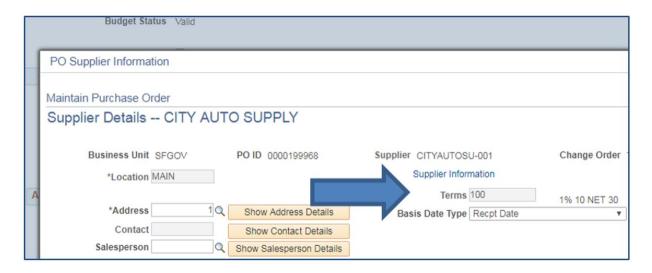# AOSD User Flash #309 – Discount Queries and Reminders / Payment
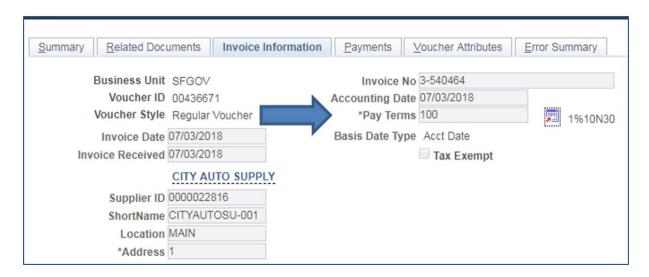
Discount Pay Term Reminder

When copying vouchers from a Purchase Order, Departments should **not** change the *Pay Terms* to a less favorable term than that reflected in the PO. The *Pay Terms* agreed to in the original Purchase Order should take precedence over an invoice's *Pay Terms*. If the terms on the original PO are no longer applicable, the PO should be updated accordingly.

Department's may still update the *Pay Terms* if they receive a more favorable term from the supplier on an individual invoice.

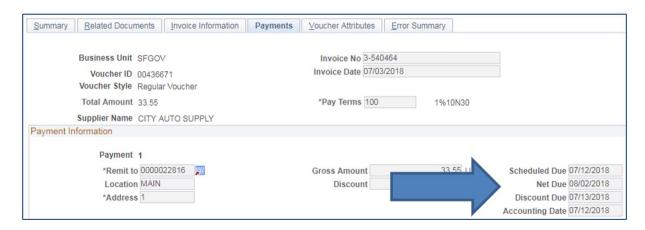The PO *Pay Terms* can be found on the Purchase Order header page by clicking on *Supplier Details:*

The voucher *Pay Terms* can be found on the Voucher header page:

Scheduled Due Date/Discount Date Reminder

Peoplesoft will automatically set the *Scheduled Due Date* to match the *Discount Date* generated by the voucher's *Pay Terms* (if applicable). Departments should **not** change the *Scheduled Due Date* to a date after the *Discount Due* date. This may result in a lost discount. Departments may still change the *Scheduled Due Date* to an earlier date if necessary.

Both the *Scheduled Due Date* and the *Discount Due Date* can be found under the Payments tab on the Voucher page:

Pay Cycle and Payment Timing

Effective June 5, 2020, the Controller's Office updated the PayMode (EFT) Pay Cycle to conduct 2-day sweeps instead of the original 1-day sweep. See the updated table below:

EFT Pay Cycle Day	Pay Vouchers with Due Dates Through:
Monday - Wednesday	2 business days from today
Thursday	Monday
Friday	Tuesday
Before Holiday	2 business days after holiday

To ensure discounts are taken on EFT payments, Departments must make sure their vouchers are fully matched, budged checked, and approved by noon at least **two** business days before their *Scheduled Due Date*. If not, the voucher may not receive its discount. Further, the Check Pay Cycle will now sweep through the weekend and holidays:

Check Pay Cycle Day	Pay Vouchers with Due Dates Through:
Monday - Thursday	Today
Friday	Sunday
Before Holiday	Holiday

To ensure discounts are taken on payments made by check, vouchers should be fully matched, budget checked, and approved by noon of the *Scheduled Due Date* or by noon on

Friday if the *Scheduled Due Date* falls on the weekend. The latter also applies to the business day before holidays.

This change will not only capture more discounts for the City, but also allow Suppliers to receive their EFT payments on the actual *Scheduled Due Date*. Finance and operational staff should work together to account for this extra day of approval and refine any procedures, if necessary.

Discount Earned and Discount Not Earned Queries

Two discount-related queries were added to help Departments identify whether vouchers did or did not receive discounts. The queries populate all vouchers within the user-defined *Accounting Date* range that (1) have a discount *Pay Term* on the voucher; and (2) meet the following conditions, respectively:

FSP_AP_DISCOUNT_EARNED: Gross Calculated Payment Amount − Calculated Discount Amount = Actual paid Amount.

FSP_AP_DISCOUNT_NT_EARNED: Gross Calculated Payment Amount − Calculated Discount Amount ≠ Actual Paid Amount.

Departments are encouraged to run the queries on a regular basis to ensure they are taking full advantage of available discounts. Vouchers appearing on the 'not-earned' query should be reviewed as to why the discounts were not taken.

If you have any questions or require further clarification, please contact your fund accountant.