



Incentives

Purpose

Suppliers who enter into contracts with the State may offer prompt payment discounts or pay terms, which can result in cost savings for the State. In Core-CT pay terms will carry forward from the contract into vouchers copied from purchase orders or receipts that reference that contract. The savings will be automatically deducted from the payment when the payment is generated within the supplier's specified terms. If the pay terms for savings are not met, the system will not deduct the savings.

NOTE: Users must never change the pay terms on the voucher, even if this results in late payment.

NOTE: It is no longer necessary to change the Payment term on a voucher to "Due Now". The discount that appears on the voucher is the potential discount that can be gained if the voucher is paid within the terms. Every effort should be made by Accounts Payable staff to pay vouchers to earn the incentive from the supplier.

Procedure

When a contract is created and the supplier offers an incentive then the pay terms are defined on the PO Defaults. Upon voucher creation these pay terms will default into the voucher which will then be applied at time of payment. Please see Adding Pay Terms to a Contract or Creating Contracts, Purchase Orders and e-Pro Requisitions Job Aid(s) for more detailed information on how to set up contracts with payment terms.

Voucher is created from a purchase order that is derived from a contract with a payment incentive. Notice the Pay Terms defaulted to 1.0/10-45. This translates to a 1% discount if paid on or before the tenth day. If not, then payment is due forty-five days from invoice date.

Invoice Information | Payments | Voucher Attributes | Consumption

Business Unit DOTM1 Invoice No UPK PAYMENT TERMS
 Voucher ID NEXT Accounting Date 02/02/2017
 Voucher Style Regular Voucher *Pay Terms 1D104 1.0/10-45
 Invoice Date 02/02/2017 Basis Date Type Inv Date
 Receipt Date 02/02/2017

DEPARTMENT OF ENERGY & ENVIRONMENTAL
 Supplier ID DEPM1 Control Group
 ShortName DEP-001 Incomplete Voucher
 Location MAIN
 *Address 1

Invoice Total
 Line Total 200.00
 *Currency USD
 Miscellaneous
 Freight
 Total 200.00
 Difference 0.00

Save Save For Later Calculate Print

The payments tab of the voucher component is used to determine the dates.

- **Scheduled Due Date** = Date Voucher was created
- **Net Due Date** = Invoice Date
- **Discount Due Date** = Date voucher is to be paid, on or before, to receive the discount.

Payment Information Find | View All

Payment 1
 *Remit to DEPM1 Gross Amount 200.00 USD
 Location MAIN Discount 2.00 USD
 *Address 1
 DEPARTMENT OF ENERGY & ENVIRONMENTAL
 79 ELM STREET
 HARTFORD, CT 06106

Scheduled Due 02/02/2017
 Net Due 02/02/2017
 Discount Due 02/12/2017
 Accounting Date
 Go To Approval

This is a potential discount that is offered, based on the invoice date. To view whether a discount was applied navigate to AP > Review AP Info > Voucher > Accounting Entries after payment.

Payment Information Find | View All

Payment 1
 *Remit to DEPM1 Gross Amount 200.00 USD
 Location MAIN Discount 2.00 USD
 *Address 1
 DEPARTMENT OF ENERGY & ENVIRONMENTAL
 79 ELM STREET
 HARTFORD, CT 06106

Scheduled Due 02/02/2017
 Net Due 02/02/2017
 Discount Due 02/12/2017
 Accounting Date
 Go To Approval

If a Purchase Order has multiple contracts and the contracts have different pay terms you will receive a message informing you that there is more than one pay term. The voucher processor should review the pay terms and determine the correct one. An example of a multi-line voucher with multiple pay terms and the message that is received is below.

Invoice Information
Payments
Voucher Attributes
Consumption
| Help | Personalize Page |

Business Unit

Voucher ID

Voucher Style

Invoice Date

Receipt Date

JASPER SEATING COMPANY INC

Supplier ID

ShortName

Location

*Address

Invoice No

Accounting Date

Pay Terms Due Now

Basis Date Type

Control Group

Incomplete Voucher

Penalty Details

Invoice Total

Line Total

*Currency

Miscellaneous

Freight

Total

Difference

Save
Save For Later
Calculate
Print

My HR
Finance
Core-CT Help

Copy From Source Document

PO Unit PO Number Copy PO Copy From

Invoice Lines Find | View 1

Line 1 Copy Down

*Distribute by

Item

Quantity

UOM

Unit Price

Line Amount

Calculate

SpeedChart

Ship To

Description

Packing Slip

Contract Info

Purchase Order

DOCM1|0000163417|1|1

Associate Receiver(s)

Force Price

Adjust PO Percentage

Allocate by Percentage

Line 2 Copy Down

*Distribute by

Item

Quantity

UOM

Unit Price

Line Amount

Calculate

SpeedChart

Ship To

Description

Packing Slip

Contract Info

Purchase Order

DOCM1|0000163417|2|1

Associate Receiver(s)

Force Price

Adjust PO Percentage

Allocate by Percentage

Save
Save For Later

Message

A voucher line exists with pay terms of 1D154. Would you rather use those than the current 000? (21210,33)

An examination of the source of each of this voucher's lines shows that at least one line originates from a contract with payment terms that may be better than the current payment terms on the voucher. Click YES to use the terms from that line.

My HR		Finance		Core-CT Help		Help Personalize <input type="button" value="Saved"/>																	
Summary		Related Documents		Invoice Information		Payments																	
Voucher Attributes		Error Summary		Consumption																			
Business Unit <input type="text" value="DOCM1"/>		Invoice No <input type="text" value="MULTI CONTRACT TEST"/>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2">Invoice Total</th> </tr> <tr> <td>Line Total</td> <td style="text-align: right;">200.00</td> </tr> <tr> <td>*Currency</td> <td style="text-align: right;">USD</td> </tr> <tr> <td>Miscellaneous</td> <td></td> </tr> <tr> <td>Freight</td> <td></td> </tr> <tr> <td colspan="2"><hr/></td> </tr> <tr> <td>Total</td> <td style="text-align: right;">200.00</td> </tr> <tr> <td>Difference</td> <td style="text-align: right;">0.00</td> </tr> </table>				Invoice Total		Line Total	200.00	*Currency	USD	Miscellaneous		Freight		<hr/>		Total	200.00	Difference	0.00
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Freight																							
<hr/>																							
Total	200.00																						
Difference	0.00																						
Voucher ID <input type="text" value="00391479"/>		Accounting Date <input type="text" value="02/06/2017"/>																					
Voucher Style <input type="text" value="Regular Voucher"/>		*Pay Terms <input type="text" value="1D154"/> <input type="button" value="1.0/15-45"/>																					
Invoice Date <input type="text" value="02/06/2017"/>		Basis Date Type <input type="text" value="Inv Date"/>																					
Receipt Date <input type="text" value="02/06/2017"/>																							
JASPER SEATING COMPANY INC																							
Supplier ID <input type="text" value="0000054369"/>		Control Group <input type="text"/>																					
ShortName <input type="text" value="350420370F-001"/>																							
Location <input type="text" value="MAIN"/>																							
*Address <input type="text" value="1"/>																							
Penalty Details																							
<input type="button" value="Save"/>		<input type="button" value="Calculate"/>		<input type="button" value="Print"/>																			