Office of Statewide Reporting and Accounting Policy
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR

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COMMISSIONER OF ADMINISTRATION

June 14, 2016

OSRAP MEMORANDUM 16-25

TO: Fiscal Officers
              All ISIS Agencies

FROM: Afranie Adomako, CPA
              Director of Management and Finance DOA

SUBJECT: Archiving the AFS DISC Table

The Office of Statewide Reporting and Accounting Policy (OSRAP) maintains the AFS DISC table. Entries on this table are used to validate prompt payment discounts entered on payment voucher transactions in ISIS. The "discount type" on the DISC table is a one character field. This table is not fiscal year specific as are many of the other structure and control tables in AFS. This results in a shortage in available discount types.

To alleviate this situation, OSRAP archives the table annually at June 30th. The archive table is available in AFS and through Business Objects and is titled DISX. The copied entries are fiscal year specific; therefore, the entries copied on June 30, 2015 have a fiscal year of '2015' associated with them and the entries copied on June 30, 2016 will have a fiscal year of '2016'. You may use DISX along with OPVX and OPVY or DISC along with OPVH and OPVL when researching and reporting on payments. On August 12, 2016, OSRAP will remove discounts that are duplicates or have not been used on checks or EFTs in the last twelve months. Those discounts are:

Discount Type	Description	%	# of Days	Discount Day
C	1% 2 DAYS NET 31	1.00	002	00
P	1% 60 NET 60	1.00	060	00
1	2% 29 NET 30	2.00	029	00

If requested, OSRAP will recycle the letter/number listed above after August 14, 2016 for pending payment transactions only. You may request a discount be added to the FY17 DISC table by calling the OSRAP Help Desk.

You should verify that discount terms are valid before using them in payment transactions by accessing the AFS DISC table.

Validation does not occur in AFS until the payment voucher is edited. If a discount is not in the AFS DISC table when validation occurs, the payment voucher will reject.

When using a discount, remember a payment transaction "looks for" the 'discount percent' and the 'number of days <u>or</u> discount day.' It does not verify the 'net period' or 'discount description.' For example, discount Z (Z is described as 2% 20 days net 20. If you receive an invoice with a discount of 2% 20 days net 25, you can use discount Z (Z because the transaction is only looking for the discount percent and the number of discount days (2% 20 days). Consequently, a request to add 2% 20 days net 25 is not necessary because the discount is available.

Please contact the OSRAP Help Desk at (225) 342-1097 if you have any questions regarding this memorandum.

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