State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATEWIDE REPORTING AND ACCOUNTING POLICY

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June 8, 2001

M E M O R A N D U M OSRAP 01-38

TO: Fiscal Officer
                 All ISIS Agencies

FROM: F. Howard Karlton, CPA
                 Director

SUBJECT: Archiving the AFS DISC Table

The Office of Statewide Reporting and Accounting Policy (OSRAP) is responsible for maintaining 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 only one character which limits entries to the number of available characters on a keyboard. Additionally, 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 is having the table archived annually at June 30th. OSRAP has requested this action to provide the agencies with a record of the discounts used on payment documents while giving OSRAP an opportunity to clean up the table. The archive table will be available through InfoMaker. The name of the table defined in InfoMaker will be ARCHDISC. The copied entries are fiscal year specific. Therefore, the entries copied last year have fiscal years of '1996' through '2000' associated with them. The entries copied at 6/30 of this year will have a fiscal year of '2001'. You may use this table as needed with the ARCHOPVL and GFSOPVL tables when researching and reporting on past payments. At 8/14, OSRAP will remove discounts that are duplicates or have not been used on checks or EFTs in the last twelve months. Those discount are:

Discount Type	Description	%	# of Days	Discount Day
D	2% 30 DAYS	2.00	030	00 duplicate of ")"
G	2% 20 DAYS	2.00	020	00 duplicate of "C"
M	1% 31 DAYS	1.00	031	00
S	.03% 30 DAYS, NET 30	0.03	030	00
/	3% 20 DAYS NET 30	3.00	020	00

You should verify that discount terms are valid before using them on payment transactions by accessing the AFS DISC table. Though discount terms may be entered on the AGPS OFST, ORD4 and OINV, they are not validated until the OPAY record is set to status code 635. In AFS, validation does not occur until the payment voucher is edited. If a discount is not on the table at validation, it will fail.

These processes are looking for the discount percent and the number of days or discount day. It does not verify the net period or discount description. For instance, discount V is described as 4% 30 days net 30. If the discount entered on your payment voucher is for a discount of 4% 30

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days net 45, the system can use discount V as it is only looking for the discount percent and the number of discount days. Therefore, a request to add 4% 30 days net 45 will not be granted, as the needed discount is available.

We will recycle the numbers listed above after 8/14 as requested for pending payment transactions only. You may request the addition of a discount by calling the OSRAP Help Desk. If you have any questions, please contact the OSRAP Help Desk at (225) 342-1095.

FHK: rtj