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COMMISSIONER OF ADMINISTRATION

June 6, 2005

OSRAP MEMORANDUM 05-17

TO: Fiscal Officer
                All ISIS Agencies

FROM: Afranie Adomako, CPA
                Director

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 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 is available through Business Objects and is titled DISX. The copied entries are fiscal year specific; therefore, the entries copied on June 30, 2004 have a fiscal year of '2004' associated with them and the entries copied on June 30, 2005 will have a fiscal year of '2005'. You may use either of these tables as needed with the ARCHOPVL and GFSOPVL tables when researching and reporting on past payments. On August 14, 2005, 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	2% 20 DAYS, NET 30	2.00	020	00
H	2% 25 DAYS	2.00	025	00
N	.50% NET 10 DAYS	0.50	010	00
T	.02% 10 DAYS, NET 30	0.02	010	00
Y	3% 15 DAYS, NET 30	3.00	015	00
4	1.25% 10, NET 30	1.25	010	00
6	7% 30 DAYS	7.00	030	00
7	1.20% 30, NET 30	1.20	030	00

If requested, OSRAP will recycle the letters/number listed above after August 14, 2005 for pending payment transactions only. You may request a discount be added to the FY06 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. Although discount terms may be entered in the AGPS OFST, ORD4, and OINV tables, they are not validated until the OPAY record is set to status code 635.

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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, it will fail.

When using a discount, remember a payment transaction "looks for" the 'discount percent' and the 'number of days or discount day.' It does not verify the 'net period' or 'discount description.' For example, discount C is described as 2% 20 days net 30. If you receive an invoice with a discount of 2% 20 days net 35, you can use discount C 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 35 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. Remember, all OSRAP memorandums and forms may be accessed through our home page at http://www.doa.la.gov/OSRAP/INDEX.HTM.

AA: dh