

**Work Instruction**

**Discounts and No Charge Items**

**Purpose**

Use this procedure to apply a discount or a no charge item to a customer invoice.

**Prerequisites**

- You have been assigned the appropriate AR responsibility (HRVD^AR^TUB^ORG^INV).

**Helpful Hints**

Use these keyboard shortcut keys to speed your work:

- %: Wildcard
- F3: Copy Field Above
- F7: Enter Query
- F8: Execute Query
- F9: View List of Values for a Field
- F10: Save

**Procedure**

1. Perform one of the following:

If You Need To	Then	Go To
Apply a discount to a customer invoice	Adjust the invoice to reflect the discount	<a href="#">Step 2</a>
Enter "no charge" items on a customer invoice	Adjust the line <b>Quantity</b> and <b>Unit Price</b> fields	<a href="#">Step 9</a>

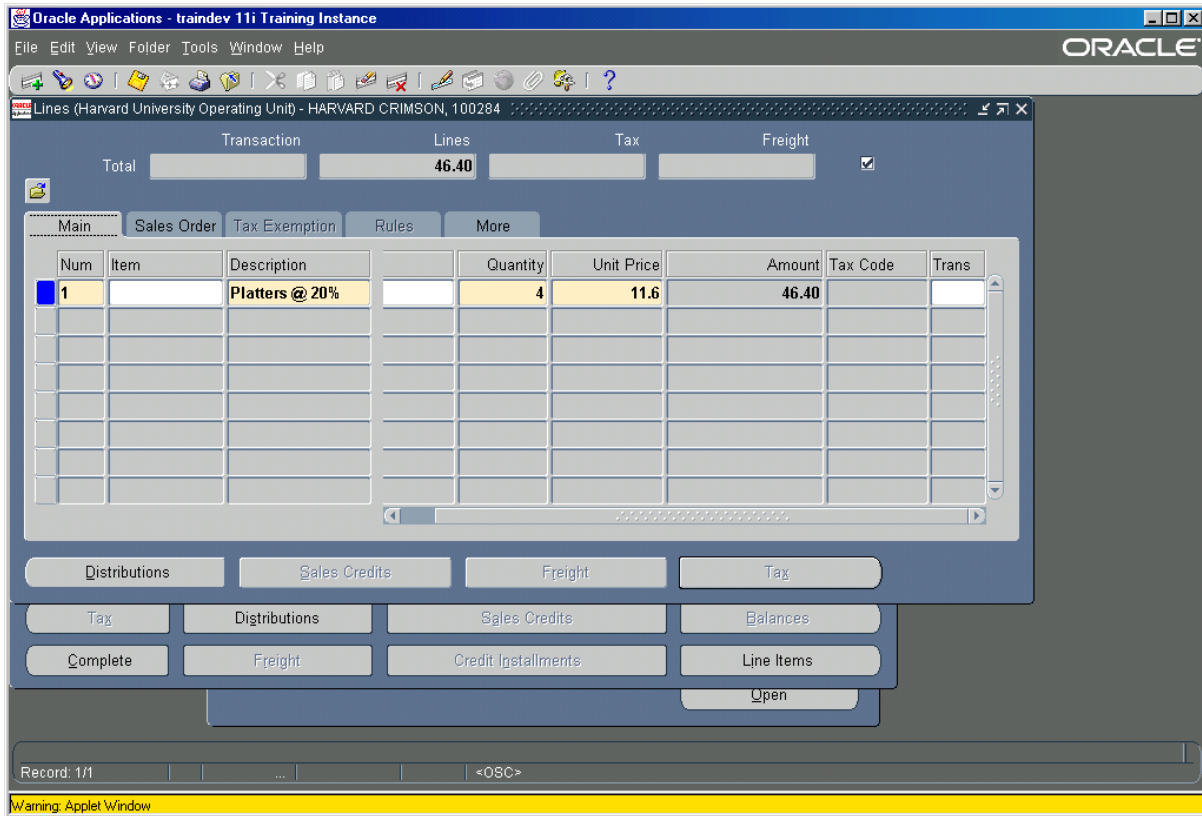
2. Discounts are applied in the Line Items segment when you are creating a manual invoice.



Consult the "Creating Manual Invoices" work instruction to reference the complete procedure for creating a manual invoice.

3. Two methods can be used to apply a discount: Adjusting the line description to reflect the discount or adding a second line description to reflect the discounted amount.
4. If you wish to adjust the line description to reflect the discount:

### Applying Discounts – Adjusting the Line Description



The screenshot shows the Oracle Applications interface for a sales order. The window title is "Oracle Applications - traindev 11i Training Instance". The main window displays a summary of the sales order with a total of 46.40. Below the summary is a table with the following data:


Num	Item	Description	Quantity	Unit Price	Amount	Tax Code	Trans
1		Platters @ 20%	4	11.6	46.40		

Below the table are several buttons for actions: Distributions, Sales Credits, Freight, Tax, Complete, Freight, Credit Installments, Line Items, and Open.



You can describe/detail the discount on the invoice line by typing in the \$ or % of the discount and entering the discounted price per unit in the *Unit Price* field.

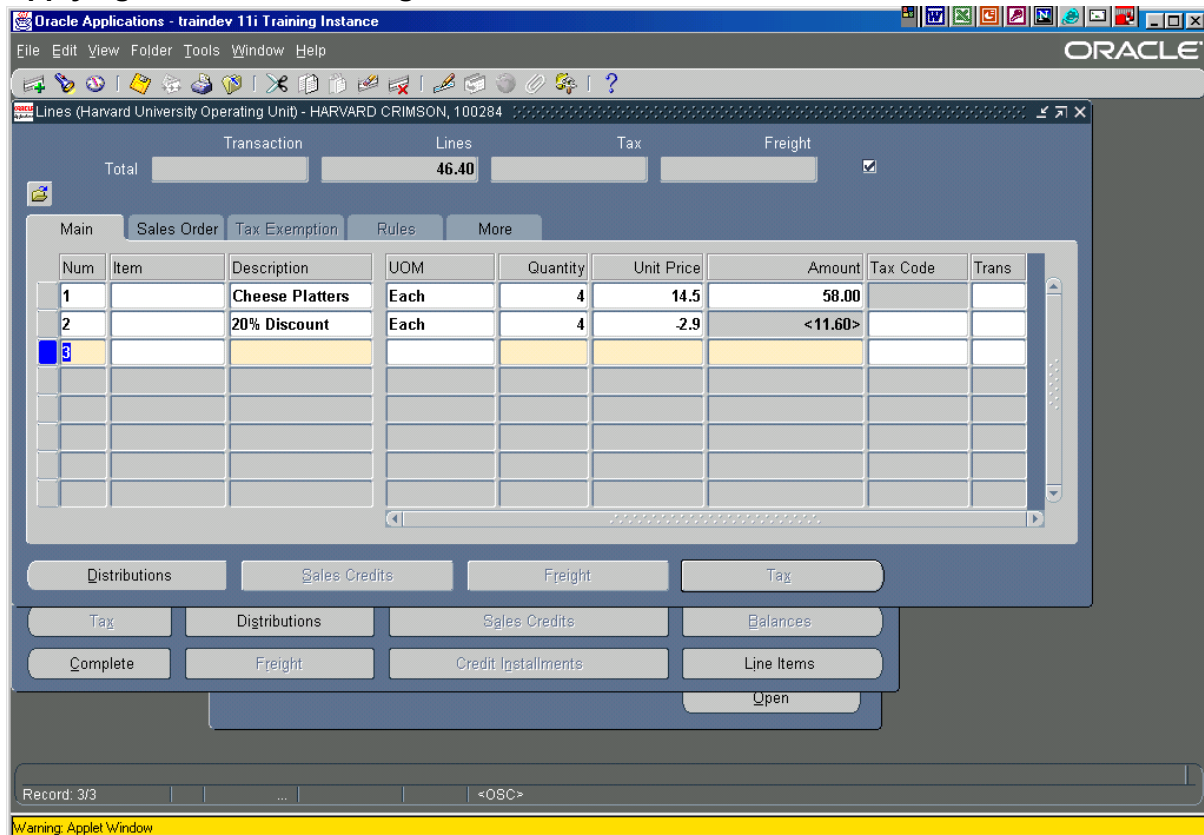
- Complete the following required fields:

Field Name	R/O/C	Description
Description	R	Detailed description of the item you are billing. This description will print on the customer invoice. <b>Note:</b> Describe the discount in the line description.
UOM	R	The unit of measure (UOM) that you are billing. Click  to select the appropriate UOM.
Quantity	R	Quantity or number of items billed

Field Name	R/O/C	Description
Unit Price	R	Price per unit. Pressing TAB will calculate the total for the line  <b>Note:</b> Adjust the <i>Unit Price</i> to reflect the discounted cost to the customer.

6. If you wish to add another invoice line to reflect the discount:

### Applying Discounts – Adding a Discount Line



The screenshot shows the Oracle Applications interface for adding a discount line. The window title is "Oracle Applications - traindev 11i Training Instance". The main window displays a table with the following data:


Num	Item	Description	UOM	Quantity	Unit Price	Amount	Tax Code	Trans
1		Cheese Platters	Each	4	14.5	58.00		
2		20% Discount	Each	4	-2.9	<11.60>		
3								

Below the table, there are several buttons: Distributions, Sales Credits, Freight, Tax, Complete, Freight, Credit Installments, Line Items, and Open. The status bar at the bottom indicates "Record: 3/3" and "<OSC>".



You can also indicate a discount by using a separate invoice line. The first line should show the regular item description and price. The second line states that it is for a discount and the *Unit Price* should be negative. See the example above.

7. Add a discount line and complete the following required fields:

Field Name	R/O/C	Description
Description	R	Describe the discount being applied <b>Example:</b> 20% Discount
UOM	R	Repeat the unit of measure (UOM) that you are billing. Click  to select the appropriate UOM.
Quantity	R	Repeat the quantity or number of items billed
Unit Price	R	Enter the discount amount as a negative number. Pressing TAB will calculate the total discount. <b>Example:</b> -2.90 (the discount amount will display as a negative amount in brackets <\$\$>)

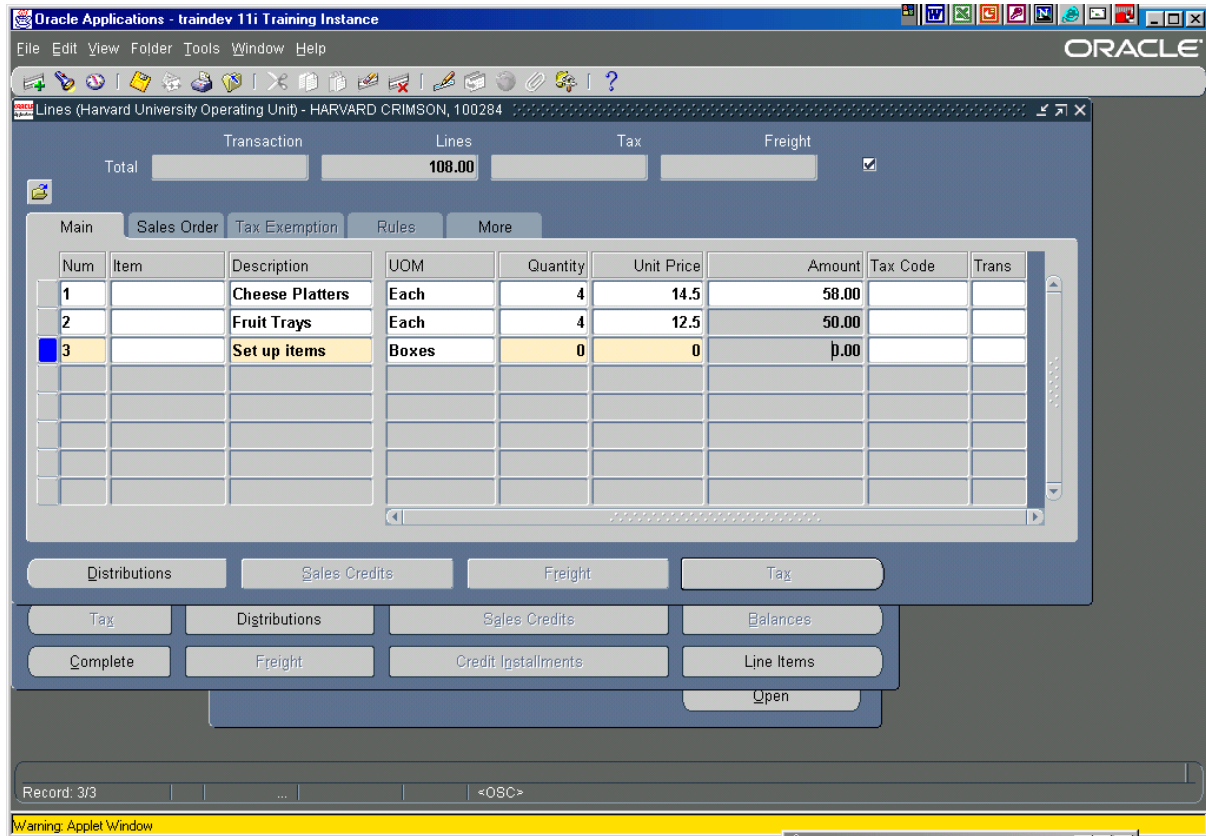
8. You have completed this task.

### Result

You have applied a discount to a customer invoice.

9. If you wish to show a customer that an item or service has been provided but they aren't being charged for it, enter a line with a quantity or unit price of zero.

**No Charge Items**



10. Complete the following required fields:

Field Name	R/O/C	Description
Quantity	R	A zero in this field indicates a no charge item when a zero also appears in the <b>Unit Price</b> field
Unit Price	R	A zero in this field (and the <b>Quantity</b> field) will result in a \$0 amount appearing in the <b>Amount</b> field

11. You have completed this task.



**Result**

You have applied a “no charge” item to a customer invoice.