University of Kentucky Purchasing Division <u>Document Number</u>:

09-05-10

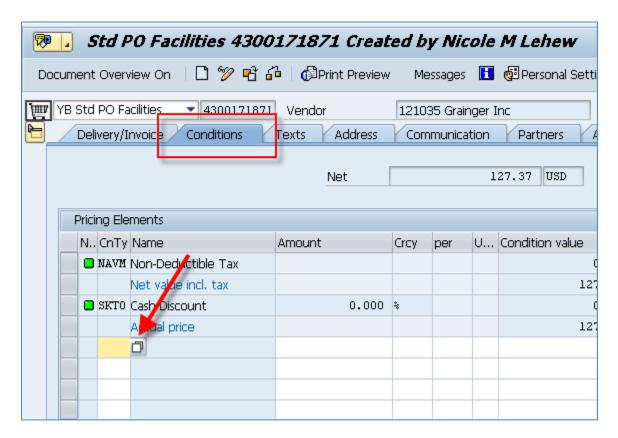
<u>Title</u>:

SAP – Apply Discounts

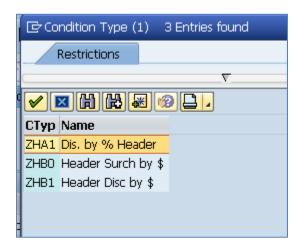
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Discounts may be applied against SAP purchase orders either at the header (will apply to all lines) level or individual line items using the Conditions tab.

To apply the same discount structure to all line items, select the Conditions tab in the header section. Scroll to the bottom of the Condition Type column and select the first writable cell. Click the Possible Entries icon.

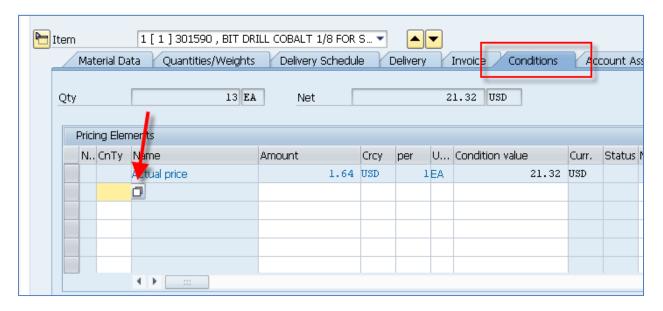


To discount the entire order by a fixed %, select ZHA1-Discount by % Header. To discount the entire order by a fixed dollar amount, select ZHB1-Header Disc by \$.



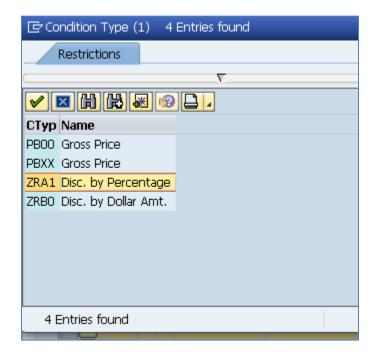
All line items within the purchase order will be discounted proportionally based on the discount type.

Line items within SAP purchase orders may also be discounted individually, while not discounting the other line items. To discount a specific line item, navigate to the bottom Details section and to the line item desired. Click the Conditions tab. Scroll to the first empty entry under the Condition Type column. Click the Possible Entries icon.



To discount the line item by a fixed percentage amount, select type ZRA1-Disc. By Percentage.

To discount the line item by a fixed dollar amount, select type ZRB0-Disc. By Dollar amount.



The line item dollar total will reflect the discounted amount.

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To remove the discount from either header or line items, simply delete the Condition type that was applied and press Enter to return dollar entries to their original amounts.

