Department Discount Starter Queries

As part of the Commonwealth's ongoing effort to ensure timely payment of its bills, the Office of the State Comptroller runs monthly reports to determine how many of a department's transactions take advantage of vendor discount terms.

Individual departments – for more immediate and detailed monitoring – can use the following queries against the Commonwealth Information Warehouse (CIW). Copy the queries to a new Microsoft Access database that is linked to the specified CIW views.

Discounts Taken

Business Function: **Disbursements**

View Name: **M_AP_Disbursement_Detail**

Query Name: **Discounts Taken**

Description: For a specified department and period of time, lists the payment transactions for which a vendor discount was received. The 1st and last days of a month should typically be entered as the Start and End Date respectively.

SQL Code:

```
SELECT dbo_M_AP_Disbursement_Detail.Ref_Doc_Department_Code AS DEPT,
dbo_M_AP_Disbursement_Detail.Vendor_Customer_Code AS VENDOR,
dbo_M_AP_Disbursement_Detail.Legal_Name AS [VENDOR NAME],
dbo_M_AP_Disbursement_Detail.acceptance_date AS [AD/EFT CREATE DATE],
dbo_M_AP_Disbursement_Detail.Ref_Doc_Code AS [DOC CD],
dbo_M_AP_Disbursement_Detail.Ref_Doc_Identifier AS [DOC ID],
dbo_M_AP_Disbursement_Detail.Ref_Vendor_Line_No AS VL,
dbo_M_AP_Disbursement_Detail.Ref_Commodity_Line_No AS CL,
dbo_M_AP_Disbursement_Detail.Ref_Actg_Line_No AS AL,
dbo_M_AP_Disbursement_Detail.Unit AS UNIT,
dbo_M_AP_Disbursement_Detail.Appropriation AS APPROPRIATION,
dbo_M_AP_Disbursement_Detail.Vendor_Invoice_Date AS [VEND INV DATE],
dbo_M_AP_Disbursement_Detail.Service_From_Date AS [SERVICE FROM DATE],
dbo_M_AP_Disbursement_Detail.Service_To_Date AS [SERVICE TO DATE],
dbo_M_AP_Disbursement_Detail.Actg_Line_Amount AS [LINE AMOUNT],
dbo_M_AP_Disbursement_Detail.Discount_Line_Amount AS [ACTUAL DISCOUNT
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AMOUNT], [ACTUAL DISCOUNT AMOUNT]/[LINE AMOUNT] AS [DISCOUNT %]
INTO [DAB_DISC TAKEN]
FROM dbo_M_AP_Disbursement_Detail
WHERE (((dbo_M_AP_Disbursement_Detail.Ref_Doc_Department_Code)=[Enter
Dept]) AND ((dbo_M_AP_Disbursement_Detail.acceptance_date) Between [Enter
Start Date] And [Enter End Date]) AND
((dbo_M_AP_Disbursement_Detail.Discount_Line_Amount)<>0))
ORDER BY dbo_M_AP_Disbursement_Detail.Ref_Doc_Department_Code,
dbo_M_AP_Disbursement_Detail.Vendor_Customer_Code,
dbo_M_AP_Disbursement_Detail.acceptance_date,
dbo_M_AP_Disbursement_Detail.Ref_Doc_Code,
dbo_M_AP_Disbursement_Detail.Ref_Doc_Identifier,
dbo_M_AP_Disbursement_Detail.Ref_Vendor_Line_No,
dbo_M_AP_Disbursement_Detail.Ref_Commodity_Line_No,
dbo_M_AP_Disbursement_Detail.Ref_Actg_Line_No;

Data Formatting:

Format the AD/EFT CREATE DATE field as a Short Date and the DISCOUNT %
field as a Percent. To modify the format, right click on the field and choose
Properties as shown below for AD/EFT CREATE DATE:
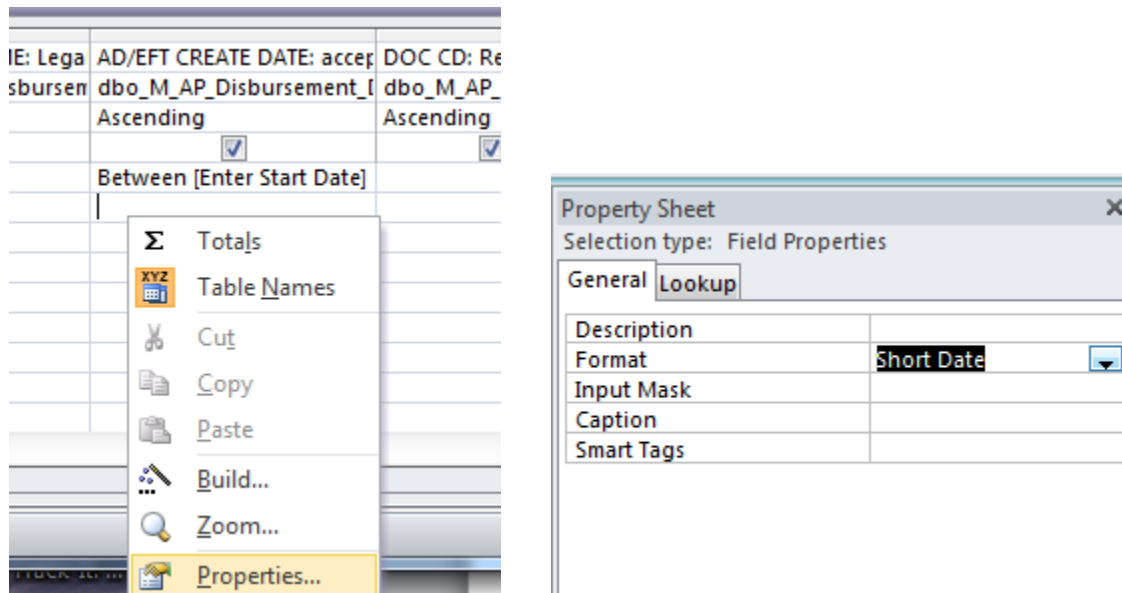
Maximum Discount

This query determines what vendor discounts are available for a specific department. The maximum discount for a particular document is assumed to be the first discount listed (Days 1 and Percent 1). The query is a prerequisite to the queries that list missed discounts and will need to be defined as a Make Table query in Microsoft Access.

Business Function: **Disbursements**

View Name: **M_AP_Document_Discount_Terms**

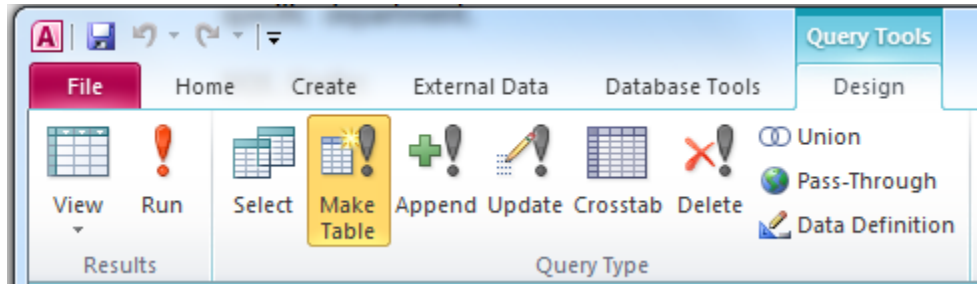**Query Name**:   **Maximum Discount - Make Table Query**

Description: Determines what vendor discounts are available for a specific department.

SQL Code:

```
SELECT dbo_M_AP_Document_Discount_Terms.Doc_Code,
dbo_M_AP_Document_Discount_Terms.Doc_Department_Code,
dbo_M_AP_Document_Discount_Terms.Doc_Identifier,
dbo_M_AP_Document_Discount_Terms.Doc_Version_No,
dbo_M_AP_Document_Discount_Terms.Doc_Vendor_Line_No,
dbo_M_AP_Document_Discount_Terms.Doc_Comm_Line_No,
[Discount_Percent]/100 AS [MAX DISCOUNT%], [Discount_Days] & " " & "DAYS
DISCOUNT" AS [MAX DISCOUNT TYPE] INTO [Maximum Discount]
FROM dbo_M_AP_Document_Discount_Terms
WHERE (((dbo_M_AP_Document_Discount_Terms.Doc_Code)="GAX" Or
(dbo_M_AP_Document_Discount_Terms.Doc_Code)="INP") AND
((dbo_M_AP_Document_Discount_Terms.Doc_Department_Code)=[Enter Dept])
AND (([Discount_Percent]/100)<>0) AND
((dbo_M_AP_Document_Discount_Terms.Sequence_No)=1) AND
((dbo_M_AP_Document_Discount_Terms.Discount_Days)<>0)) OR
(((dbo_M_AP_Document_Discount_Terms.Doc_Code)="PRC" Or
(dbo_M_AP_Document_Discount_Terms.Doc_Code)="PRM") AND
((dbo_M_AP_Document_Discount_Terms.Doc_Department_Code)=[Enter Dept])
AND ((dbo_M_AP_Document_Discount_Terms.Doc_Comm_Line_No)<>0) AND
(([Discount_Percent]/100)<>0) AND
((dbo_M_AP_Document_Discount_Terms.Sequence_No)=1) AND
((dbo_M_AP_Document_Discount_Terms.Discount_Days)<>0));
```

Make Table Query:

Verify that the query is defined as a Make Table query that saves the results as an Access table:

The table must be named Maximum Discount:
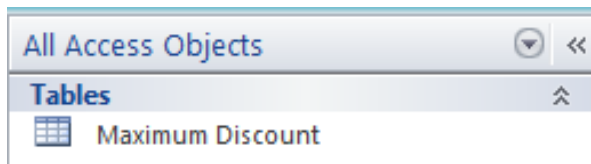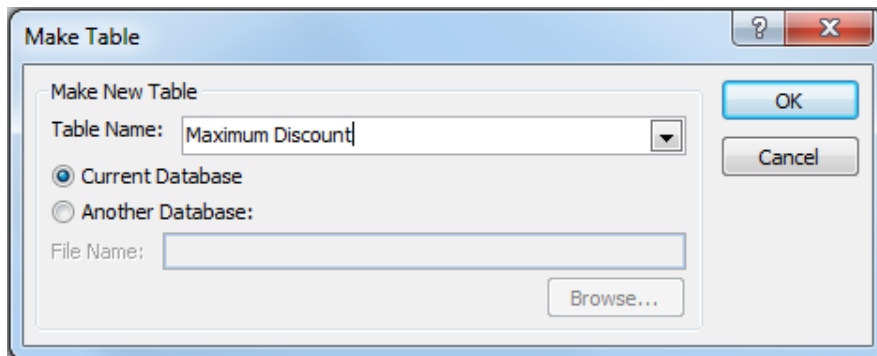
Discounts Not Taken

Business Function: **Disbursements**

View Name: **M_AP_Disbursement_Detail**
     Maximum Discount (saved query results)

Query Name: **Discounts Not Taken**

Description: For a specified department and period of time, lists the payment transactions for which a vendor discount was available but not used. The 1st and last days of a month should typically be entered as the Start and End Date respectively.

SQL Code:

```
SELECT dbo_M_AP_Disbursement_Detail.Ref_Doc_Department_Code AS DEPT,
dbo_M_AP_Disbursement_Detail.Vendor_Customer_Code AS VENDOR,
dbo_M_AP_Disbursement_Detail.Legal_Name AS [VENDOR NAME],
dbo_M_AP_Disbursement_Detail.Doc_Created_On AS [AD/EFT CREATE DATE],
dbo_M_AP_Disbursement_Detail.Ref_Doc_Code AS [DOC CD],
dbo_M_AP_Disbursement_Detail.Ref_Doc_Identifier AS [DOC ID],
dbo_M_AP_Disbursement_Detail.Ref_Vendor_Line_No AS VL,
dbo_M_AP_Disbursement_Detail.Ref_Commodity_Line_No AS CL,
dbo_M_AP_Disbursement_Detail.Ref_Actg_Line_No AS AL,
dbo_M_AP_Disbursement_Detail.Unit AS UNIT,
dbo_M_AP_Disbursement_Detail.Appropriation AS APPROPRIATION,
dbo_M_AP_Disbursement_Detail.Vendor_Invoice_Date AS [VEND INV DATE],
dbo_M_AP_Disbursement_Detail.Service_From_Date AS [SERVICE FROM DATE],
dbo_M_AP_Disbursement_Detail.Service_To_Date AS [SERVICE TO DATE],
dbo_M_AP_Disbursement_Detail.Actg_Line_Amount AS [LINE AMOUNT],
dbo_M_AP_Disbursement_Detail.Discount_Line_Amount AS [ACTUAL DISCOUNT
AMOUNT], [ACTUAL DISCOUNT AMOUNT]/[LINE AMOUNT] AS [DISCOUNT %],
ROUND([MAX
DISCOUNT%]*[dbo_M_AP_Disbursement_Detail]![Actg_Line_Amount],2) AS
[MAX POTENTIAL DISCOUNT], ROUND(([MAX
DISCOUNT%]*[dbo_M_AP_Disbursement_Detail]![Actg_Line_Amount])-
[dbo_M_AP_Disbursement_Detail]![Discount_Line_Amount],2) AS [LOST
DISCOUNT], [Maximum Discount].[MAX DISCOUNT%], [Maximum
Discount].[MAX DISCOUNT TYPE]
FROM [Maximum Discount] INNER JOIN dbo_M_AP_Disbursement_Detail ON
(dbo_M_AP_Disbursement_Detail.Ref_Commodity_Line_No = [Maximum
Discount].Doc_Comm_Line_No) AND
(dbo_M_AP_Disbursement_Detail.Ref_Doc_Department_Code = [Maximum
Discount].Doc_Department_Code) AND ([Maximum
Discount].Doc_Vendor_Line_No =
dbo_M_AP_Disbursement_Detail.Ref_Vendor_Line_No) AND ([Maximum
Discount].Doc_Identifier = dbo_M_AP_Disbursement_Detail.Ref_Doc_Identifier)
AND ([Maximum Discount].Doc_Code =
dbo_M_AP_Disbursement_Detail.Ref_Doc_Code)
WHERE (((dbo_M_AP_Disbursement_Detail.Ref_Doc_Department_Code)=[Enter
Dept]) AND ((dbo_M_AP_Disbursement_Detail.Doc_Created_On) Between [Enter
```
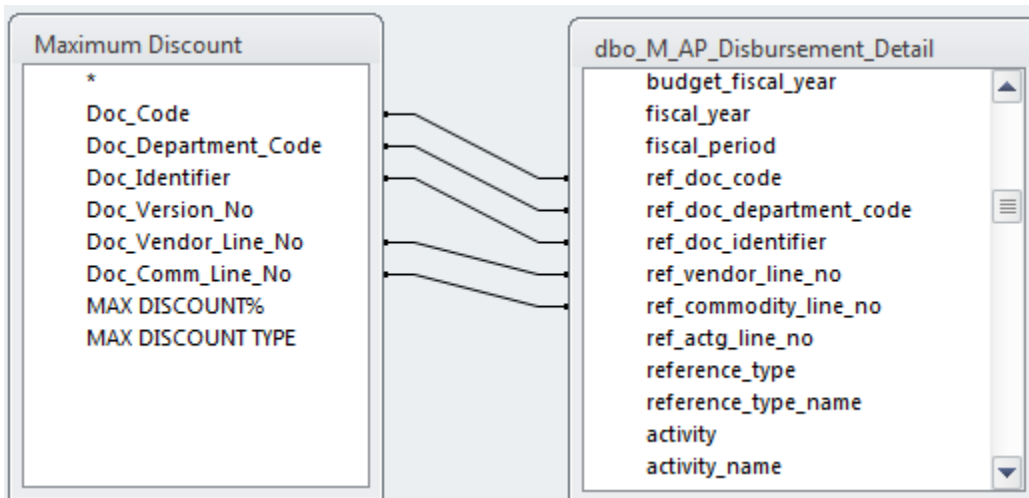
Start Date] And [Enter End Date]) AND
((dbo_M_AP_Disbursement_Detail.Ref_Doc_Code)="GAX" Or
(dbo_M_AP_Disbursement_Detail.Ref_Doc_Code)="INP" Or
(dbo_M_AP_Disbursement_Detail.Ref_Doc_Code)="PRC" Or
(dbo_M_AP_Disbursement_Detail.Ref_Doc_Code)="PRM") AND
((dbo_M_AP_Disbursement_Detail.Actg_Line_Amount)<>0) AND
((dbo_M_AP_Disbursement_Detail.Discount_Line_Amount)=0) AND
((ROUND((([MAX
DISCOUNT%]*[dbo_M_AP_Disbursement_Detail]![Actg_Line_Amount])-
[dbo_M_AP_Disbursement_Detail]![Discount_Line_Amount],2))>0.01))
ORDER BY dbo_M_AP_Disbursement_Detail.Ref_Doc_Department_Code,
dbo_M_AP_Disbursement_Detail.Vendor_Customer_Code,
dbo_M_AP_Disbursement_Detail.Doc_Created_On,
dbo_M_AP_Disbursement_Detail.Ref_Doc_Code,
dbo_M_AP_Disbursement_Detail.Ref_Doc_Identifier,
dbo_M_AP_Disbursement_Detail.Ref_Vendor_Line_No,
dbo_M_AP_Disbursement_Detail.Ref_Commodity_Line_No,
dbo_M_AP_Disbursement_Detail.Ref_Actg_Line_No;

Importing the SQL Code:

After you import the SQL code, you may receive an error that Microsoft Access
cannot represent one or more join expressions. If so, you need to open the
query in Design view and verify that joins are defined as shown:

Save the query after you fix any missing join expressions.

Data Formatting:

Format the MAX POTENTIAL DISCOUNT and LOST DISCOUNT fields as Currency and the MAX DISCOUNT % field as a Percent. To modify the format, right click on the field and choose Properties as shown below for MAX POTENTIAL DISCOUNT:
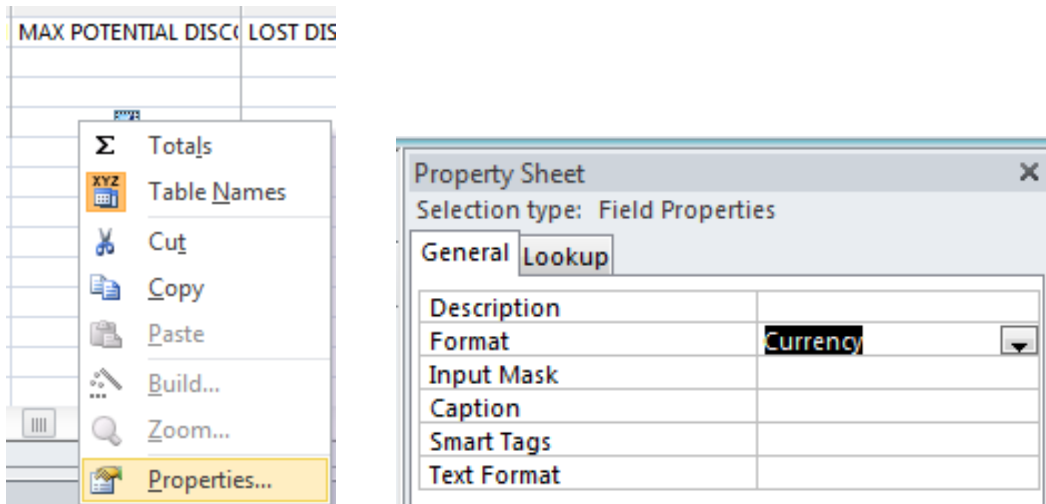
Partial Discounts Taken

Business Function: **Disbursements**

View Name: **M_AP_Disbursement_Detail**
                            Maximum Discount (saved query results)

Query Name: **Partial Discounts Taken**

Description: For a specified department and period of time, lists the payment transactions for which a vendor discount was available but only partially used. A discount applied to the transaction, but it was less than the maximum available discount. The 1st and last days of a month should typically be entered as the Start and End Date respectively.

SQL Code:

SELECT dbo_M_AP_Disbursement_Detail.Ref_Doc_Department_Code AS DEPT,
dbo_M_AP_Disbursement_Detail.Vendor_Customer_Code AS VENDOR,
dbo_M_AP_Disbursement_Detail.Legal_Name AS [VENDOR NAME],
dbo_M_AP_Disbursement_Detail.Doc_Created_On AS [AD/EFT CREATE DATE],
dbo_M_AP_Disbursement_Detail.Ref_Doc_Code AS [DOC CD],
dbo_M_AP_Disbursement_Detail.Ref_Doc_Identifier AS [DOC ID],
dbo_M_AP_Disbursement_Detail.Ref_Vendor_Line_No AS VL,
dbo_M_AP_Disbursement_Detail.Ref_Commodity_Line_No AS CL,
dbo_M_AP_Disbursement_Detail.Ref_Actg_Line_No AS AL,
dbo_M_AP_Disbursement_Detail.Unit AS UNIT,
dbo_M_AP_Disbursement_Detail.Appropriation AS APPROPRIATION,
dbo_M_AP_Disbursement_Detail.Vendor_Invoice_Date AS [VEND INV DATE],
dbo_M_AP_Disbursement_Detail.Service_From_Date AS [SERVICE FROM DATE],
dbo_M_AP_Disbursement_Detail.Service_To_Date AS [SERVICE TO DATE],
dbo_M_AP_Disbursement_Detail.Actg_Line_Amount AS [LINE AMOUNT],
dbo_M_AP_Disbursement_Detail.Discount_Line_Amount AS [ACTUAL DISCOUNT
AMOUNT], [ACTUAL DISCOUNT AMOUNT]/[LINE AMOUNT] AS [DISCOUNT %],
ROUND([MAX
DISCOUNT%]*[dbo_M_AP_Disbursement_Detail]![Actg_Line_Amount],2) AS
[MAX POTENTIAL DISCOUNT], ROUND((([MAX
DISCOUNT%]*[dbo_M_AP_Disbursement_Detail]![Actg_Line_Amount])-
[dbo_M_AP_Disbursement_Detail]![Discount_Line_Amount],2) AS [LOST
DISCOUNT], [Maximum Discount].[MAX DISCOUNT%], [Maximum
Discount].[MAX DISCOUNT TYPE]
FROM [Maximum Discount] INNER JOIN dbo_M_AP_Disbursement_Detail ON
(dbo_M_AP_Disbursement_Detail.Ref_Commodity_Line_No = [Maximum
Discount].Doc_Comm_Line_No) AND
(dbo_M_AP_Disbursement_Detail.Ref_Doc_Department_Code = [Maximum
Discount].Doc_Department_Code) AND ([Maximum
Discount].Doc_Vendor_Line_No =
dbo_M_AP_Disbursement_Detail.Ref_Vendor_Line_No) AND ([Maximum
Discount].Doc_Identifier = dbo_M_AP_Disbursement_Detail.Ref_Doc_Identifier)
AND ([Maximum Discount].Doc_Code =
dbo_M_AP_Disbursement_Detail.Ref_Doc_Code)
WHERE (((dbo_M_AP_Disbursement_Detail.Ref_Doc_Department_Code)=[Enter
Dept]) AND ((dbo_M_AP_Disbursement_Detail.Doc_Created_On) Between [Enter
Start Date] And [Enter End Date]) AND
((dbo_M_AP_Disbursement_Detail.Ref_Doc_Code)="GAX" Or
(dbo_M_AP_Disbursement_Detail.Ref_Doc_Code)="INP" Or
(dbo_M_AP_Disbursement_Detail.Ref_Doc_Code)="PRC" Or
(dbo_M_AP_Disbursement_Detail.Ref_Doc_Code)="PRM") AND
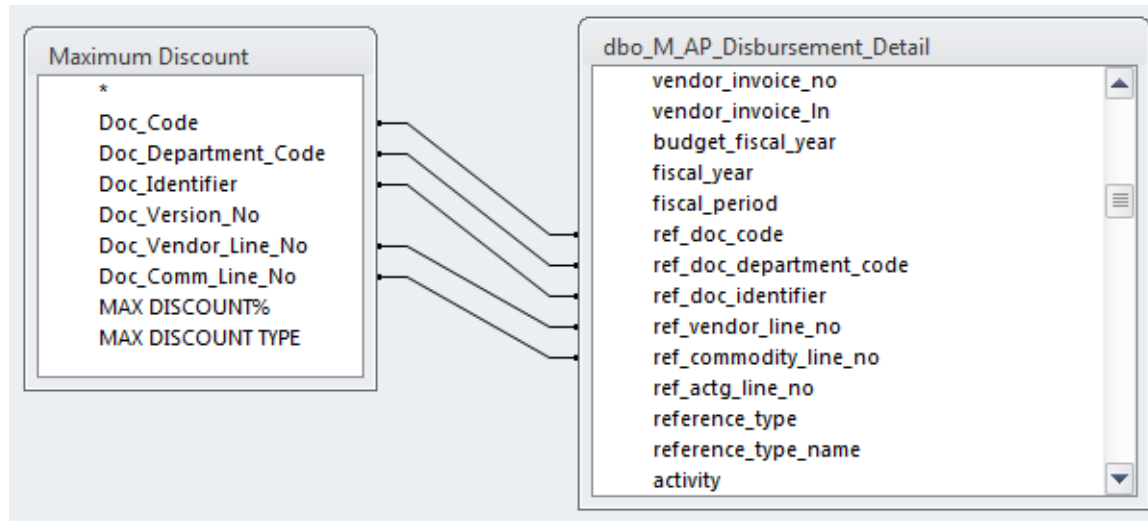((dbo_M_AP_Disbursement_Detail.Actg_Line_Amount)<>0) AND

((dbo_M_AP_Disbursement_Detail.Discount_Line_Amount)<>0) AND ((ROUND((([MAX DISCOUNT%]*[dbo_M_AP_Disbursement_Detail]![Actg_Line_Amount])-[dbo_M_AP_Disbursement_Detail]![Discount_Line_Amount],2))>0.01)) ORDER BY dbo_M_AP_Disbursement_Detail.Ref_Doc_Department_Code, dbo_M_AP_Disbursement_Detail.Vendor_Customer_Code, dbo_M_AP_Disbursement_Detail.Doc_Created_On, dbo_M_AP_Disbursement_Detail.Ref_Doc_Code, dbo_M_AP_Disbursement_Detail.Ref_Doc_Identifier, dbo_M_AP_Disbursement_Detail.Ref_Vendor_Line_No, dbo_M_AP_Disbursement_Detail.Ref_Commodity_Line_No, dbo_M_AP_Disbursement_Detail.Ref_Actg_Line_No;

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Data Formatting:

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