

# AP Bills Discount Utilization Dashboard

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## Purpose

The AP Bills Discount Utilization dashboard can be used to determine the success rate of taking discounts when paying AP Bills.

## Details

The dashboard only includes paid AP Bills, excluding voided AP Bills. Reference the top row of numbers to determine how successful the company is at taking discounts offered by Vendors.

The *Before Due* metrics are where the Bill was paid on time, but the discount was not taken. These are indicated by the red bar in the *Before Due/Past Due* bar chart and amounts are shown in a red-colored font in the *Detail* table at the bottom of the dashboard. The *Past Due* metrics are where the Bill was past due when paid, so no discount was taken. These are indicated by the dark gray bar in the *Before Due/Past Due* bar chart and amounts are shown in a dark gray font in the *Detail* table at the bottom of the dashboard.

Hover over the Bill in the *Details* area to see line item detail and Bill totals.

Note: The *Bills with Missed Discount* area only includes Bills where the offered discount was not taken when paying the Bill whereas the rest of the dashboard shows ALL paid Bills whether a discount was taken or not.