

Determining Invoice Date And Last Receipt Date

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The first place to reference for determining the **Invoice Date** is the date the supplier has listed on the actual invoice. Select input for this field based on the information below.

- A **Supplier Invoice Date** can be identified as:
 - The last 8 numbers of the Invoice # on **AT&T Mobility** invoices
 - The earliest of the:
 - "Invoice Date"
 - "Issued Date"
 - "Printed Date"
 - "Document Date"
 - "Billing Date"
 - "Sale Date"
 - "Vehicle Out" date (for automobile service invoices)
 - **Signature Date** on standardized medical forms (e.g., HCFA, hospital billing, dental, etc.)
 - "Item Date"
 - "Mail Date"
 - "Today's Date"
 - "Delivery Date" (e.g. Sysco invoices)

 This list is not all-inclusive, but is a guide to determine the date that the supplier issued or generated the invoice.

 Supplier Invoice date is **not** the "order date," "week ending date," "period ending date," "shipped date," "approved date," or "date of call."

 If the supplier's invoice date is unavailable, use the :

- **Date Invoice Received** listed on the OSS Standard Invoice Pre-Processing Form (PPF) (when sent to OSS from the agency) OR
- **Received Date** from the **AP Sorter** page (when sent to OSS directly from the supplier) OR
- When invoices are submitted as a **CRM case with no invoice date** on the invoice, use the date the invoice was emailed or the agency received date if a PPF is included.

Invoice Received Date

Enter the date on which the state received the invoice in the **Invoice Received** field.

- **Date Invoice Received** listed on the OSS Standard Invoice Pre-Processing Form (PPF) (when sent to OSS from the agency).
- **Received Date** from the **AP Sorter** page (when sent to OSS directly from the supplier).