

Determining Invoice Date And Last Receipt Date

In this section, [Hide](#)

The process outlined below is for ALL OSS processed invoices. Invoices not processed by OSS must continue to follow the existing OBM Guidelines for Coding the **Last Receipt Date** Field.

To review the complete "State of Ohio - Policy for Coding the Last Receipt Date Field in the Ohio Administrative Knowledge System (OAKS)," click [here](#).

Last Receipt Date

The date entered into the **Last Receipt Date** field must lie within the fiscal year when the good and/or service was received. OSS populates the **Last Receipt Date** with 1 of 3 options: the invoice date, "06-30-20XX," or the voucher date.

The **Last Receipt Date** cannot exceed the date the voucher is being processed.

- Populate the **Last Receipt Date** field with the invoice date (as determined by the "Invoice Date" section below) when:
 - Processing invoices during the period of **October 1 through June 30**.
 - Processing invoices during the period of **July 1 through September 30** unless the invoice date will not capture the expense in the correct fiscal year (when the goods and/or services were received).
- Populate the **Last Receipt Date** field with "06-30-20XX" when:
 - Processing invoices during the period of **July 1 through September 30** and the invoice date will not capture the expense in the correct fiscal year (i.e., the goods and/or services were received in the previous Fiscal Year, prior to July 1).
 - Click [here](#) to review the guidelines for determining when (i.e., which fiscal year) the goods and/or services were received.
- Populate the **Last Receipt Date** with the voucher date when:
 - The invoice was received prior to July 1 for a service period in the **next** fiscal year (i.e., after July 1).
 - These future-dated invoices will be held for processing until July to enable correct **Last Receipt Date** input.
 - If the invoice is received more than thirty days in advance of the service period, it will be returned to the supplier with an explanation.
 - If the invoice is a Payment Request Form (PRF), the last receipt date is determined based on the Payment Period dates.