

Determining Invoice Date And Last Receipt Date

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Invoice Date

The **Invoice Date** is the date that the supplier issued or generated the invoice.

 Functionality of this field will directly drive:

- Actual pay date
- Achieved and calculate discounts

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:
 - **"Invoice Date"**
 - If no **"Invoice Date"** available:
 - The last 8 numbers of the Invoice # on **AT&T Mobility** invoices
 - The earliest of the:
 - **"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:**

- If Sent from agency:
 - Use the **Date Invoice Received** listed on the OSS Standard Invoice Pre-Processing Form (PPF).
- If Sent from supplier/ Agency Integration (AI):
 - Use the **Original Emailed Date** or **Oldest Scan Date**.
 - If an email submission was re-scanned, use the original date an emailed invoice was received by OSS.
- If Sent via CRM case:
 - Use the **Date Invoice Received** listed on the OSS Standard Invoice Pre-Processing Form (PPF) if received.
 - If no PPF provided, use the date the invoice was emailed to OSS.

Invoice Received Date

Invoice Information		Payments	Voucher Attributes
Business Unit	OBM01	Invoice No	
Voucher ID	NEXT	Accounting Date	09/03/2015
Voucher Style	Regular Voucher	*Pay Terms	30 Net
Invoice Date	03/03/2015	Basis Date Type	Inv Date
Invoice Received		Supplier ID	
		Control Group	

The **Invoice Received** field will be evaluated to determine if payment was made within statutory 30 days and if necessary, for manual calculation of interest due.

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).
- **Received Date** from the **Original Emailed Date** (Oldest Date the State received the invoice) or **Oldest Scan Date**
 - If originally sent to OhioSharedServices@ohio.gov and forwarded to Invoices@ohio.gov, use the oldest date.
 - Submissions from agencies will contain the received date on the PPF.

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