

Determining Invoice Date And Last Receipt Date

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This process outlines the guidelines for OSS to determine the correct **Invoice Date** and **Last Receipt Date** to enter into OAKS FIN on the **AP Sorter** page and the **Invoice Information** tab when entering vouchers in the OAKS FIN Accounts Payable module.

- The **Last Receipt Date** field will be greyed out and defaulted with the Received Date from the AP Sorter page during quarters 2, 3, and 4 of a Fiscal Year (i.e., October 1 through June 30).
- 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** must not 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.

Invoice Date

			New Window Help Perso
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	
ShortName		<input type="checkbox"/> Incomplete Voucher	
Location		Last Receipt Date	09/03/2015
*Address			

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

- This field will be populated based on information obtained directly from the invoice.
 - Functionality of this field will directly drive:
 - Actual pay date
 - Achieved and calculate discounts
 - Select input for this field based on the information below.

- In addition to the date of the invoice, an **Supplier Invoice Date** can be identified as:
 - 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"
 - "Ticket Number"

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."

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 utilized for manual calculation if payment is made within statutory 30 days and for potential interest payments.
- Will be populated by:
 - The date indicated by the agency on the OSS [Standard Invoice Pre-Processing Form](#) stating when the invoice was received.
 - The **AP Sorter** page date when the invoice is received directly from the vendor.

Revised 1/14/2016