
STATE OF OHIO

GUIDELINES FOR CODING THE LAST RECEIPT DATE FIELD

Effective May 15, 2011

GUIDELINES FOR CODING THE LAST RECEIPT DATE FIELD

All state agencies must carefully adhere to OBM's Guidelines for Coding of Last Receipt Date on Vouchers. Adhering to these guidelines will enable OBM to use the Ohio Administrative Knowledge System (OAKS) to obtain payable data critical to developing the State's annual financial statements. Reliance on OAKS for this information significantly reduces the amount of data that OBM is required to request from each agency.

Generally in accounting, a payable is an obligation to pay in the future for goods and services already received. This definition may differ from the legal definition, which states an obligation is incurred when an authorized agency representative with proper budgetary authority has approved a payment.

OBM's approach for measuring the State's payable balance, as of each fiscal year end, consists of a review of payments accepted in OAKS after June 30 for goods and services received on or before June 30. By coding the date when your agency received its goods and services (i.e., the last receipt date) on each voucher, you will assist OBM in identifying outstanding payables, as of fiscal year end.

The following Question and Answer (Q & A) Section addresses specific procedures for determining and coding the last receipt date on vouchers. In reading the guidelines, **please keep in mind that the overall objective in assigning the last receipt date is to record the obligation in the correct fiscal year — the year when your state agency received the goods or services.** The budget fiscal year against which the voucher is posted should not be the basis for assigning the last receipt date.

Any questions that are not addressed in these guidelines may be directed to Robert Cooperman at Robert.Cooperman@obm.state.oh.us.

Additional procedures are required for vouchers processed by Ohio Shared Services (OSS). Any questions regarding the procedures for OSS-processed vouchers may be directed to your Agency Integration (AI) representative.

Q & A SECTION

1. **Q:** *Where is the last receipt date field located on voucher documents?*

A: On a Regular Voucher the last receipt date field is located on the Invoice Information tab. The last receipt date must be coded in the form of MM/DD/YYYY. When a receipt is created in OAKS for goods that have been delivered, the last receipt date on the voucher will be pre-populated with the date from the receipt.

EXHIBIT A presents a sample voucher page from OAKS.

2. **Q:** *What constitutes the last receipt date?*

A: The last receipt date is defined as the date when your agency receives goods or services from a vendor, as evidenced by receiving reports, bills of lading, invoices,

or other available documentation. The last receipt date must not exceed the date the voucher is being processed.

Examples:

- Your agency accepted delivery of a personal computer on June 7 as shown on the corresponding receiving report. The last receipt date field on the voucher processed for payment of the computer should be coded with 06/07/YYYY.
- Office supplies were delivered to your agency on July 11 as indicated on the vendor's invoice. The last receipt date field on the voucher processed for payment of the supplies should be coded with 07/11/YYYY.

3. **Q:** *What if a receiving document, a bill of lading, or other documentation is not available and the actual receipt date cannot be determined?*

A: If the actual receipt date cannot be determined, then the billing date on the invoice should appear in the last receipt date field.

Example:

- Your agency accepted delivery of a personal computer sometime in June; however, no information was available to determine the date when the computer was received, such as a receiving report, bill of lading, etc. The vendor's invoice is dated, June 27. The last receipt date field on the voucher processed for payment of the computer should be coded with 06/27/YYYY.

4. **Q:** *What if a receiving document, a bill of lading, or other documentation is not available and the invoice does not reflect a billing date?*

A: If no billing date is indicated on the invoice, then the date when your agency receives the invoice should appear in the last receipt date field.

5. **Q:** *What if an invoice is for a number of goods or services received over a period of time that spans both fiscal years?*

A: If the invoice amount is **LESS THAN \$5,000**, then the most recent last receipt date should be coded.

If the invoice amount is \$5,000 or greater and **MORE THAN 50 PERCENT** of the total dollar amount applies to goods and services received **after June 30**, then the most recent last receipt date should be coded.

If the invoice amount is \$5,000 or greater and **50 PERCENT OR MORE** of the total dollar amount applies to goods and services received **on or before June 30**, then the last receipt date field should be coded with a date falling prior or equal to June 30.

Example:

- Your agency receives an invoice for less than \$5,000 for goods delivered on June 7 and July 11. The last receipt date field should be coded with 07/11/YYYY (the most recent date), since the invoice amount is **less than \$5,000**.
- Your agency receives a \$5,000 invoice for goods delivered on June 7 and July 11. The goods received on June 7 cost \$2,400 while the goods received on July 11 cost \$2,600. The last receipt date field should be coded with 07/11/YYYY (the most recent date), since **more than 50 percent** of the invoice amount applies to goods received on July 11.
- Your agency receives a \$5,000 invoice for goods delivered on June 7 and July 11. The goods received on June 7 cost \$2,600 while the goods received on July 11 cost \$2,400. The last receipt date field should be coded with 6/07/YYYY, since **50 percent or more** of the invoice amount applies to goods received on June 7.
- Your agency receives a \$5,000 invoice for goods delivered on June 7 and July 11. The goods received on June 7 cost \$2,500 while the goods received on July 11 cost \$2,500. The last receipt date field should be coded with 06/07/YYYY, since **50 percent or more** of the invoice amount applies to goods received on June 7.

6. **Q:** *What if an invoice is for a number of goods received or services provided over a period of time, but **within the same fiscal year**?*

A: The most recent date during the stated service period should be coded on the voucher.

For example, if an invoice covers goods or services received from June 7 to June 14 (a period falling within the same fiscal year), then the last receipt date field should be coded with 06/14/YYYY, the most recent date.

7. **Q:** *What is the proper last receipt date to be coded on a voucher that is processed for a subsidy?*

A: For subsidies paid on an **advance basis** — that is, a recipient is advanced funds to pay expenses not incurred as of the date of the voucher — **the last receipt date field should be coded with the current voucher date (accounting date—the date the voucher is created in the system).**

For subsidies paid on a **reimbursement basis** — that is, a recipient is reimbursed for **actual** expenses incurred as of the date of the voucher — **the last receipt date field should be coded in accordance with the same guidelines for vendor payments**, as previously discussed in Questions 2 through 6.

8. **Q:** *What is the proper last receipt date to be coded on a voucher processed for a construction contract partial payment?*

A: If the **entire** construction period falls within the **same** fiscal year, then the last receipt date field should be coded with the last date falling within the construction period, as indicated on the Department of Administrative Services' contractor payment request form, SAO-F140-01v1210, ADM 5805-*Contractor Payment Request*.

For example, if the construction period is stated as June 7 to June 14 then the last receipt date field should be coded with 06/14/YYYY.

If the stated construction period spans **both** fiscal years, then the guidelines previously set forth in Question 5 should be applied for coding the last receipt date.

EXHIBIT B shows where the construction period can be found on a Contractor Payment Request form (SAO-F140-01v1210, ADM 5805-*Contractor Payment Request*).

9. **Q:** *What is the proper last receipt date to be coded on a voucher processed for a partial payment of architect or engineer fees related to a construction project?*

A: The last receipt date should be based on the period when the architect or engineer has provided services on a construction project, as evidenced by invoices and other documentation.

If the **entire** service period falls within the **same** fiscal year, then the guideline previously set forth under Question 6 should be applied for coding the last receipt date.

If the service period spans **both** fiscal years, then the guidelines previously set forth under Question 5 should be applied for coding the last receipt date.

10. **Q:** *What is the proper last receipt date to be coded on vouchers processed for employee travel reimbursements?*
- A:** The last receipt date should be the last date of travel reflected on the expense report in OAKS, regardless of whether the travel spans two periods (i.e. if travel commences on June 25 and ends on July 5, the last receipt date would be July 5).
11. **Q:** *What is the proper last receipt date to be coded on a voucher processed for a judgment or claim that an agency is ordered by a court or other legal authority to pay?*
- A:** The last receipt date field should be coded with the date when the court or other legal authority issued its order that the judgment or claim be paid.
12. **Q:** *What is the proper last receipt date to be coded on a voucher processed for a State-sponsored loan to a local jurisdiction, organization, individual, etc., that has been approved for payment?*
- A:** The last receipt date field should be coded with the date when the State officially approved the loan for payment. (i.e. the date when the Controlling Board or some other body acting in an official and legal capacity approved the loan.)
13. **Q:** *What is the proper last receipt date to be coded on a voucher processed for a petty cash reimbursement request?*
- A:** The last receipt date field should be coded with the current voucher date (accounting date) — the date when the voucher is prepared for payment.
14. **Q:** *What is the proper last receipt date to be coded on a voucher processed for a prepaid expense — a payment for goods or services to be provided in the future? (i.e. subscriptions, advance registrations, rent paid in advance, maintenance, etc.)*
- A:** The last receipt date field should be coded with the current voucher date (accounting date-date the voucher was prepared).
15. **Q:** *What is the proper last receipt date to be coded on a voucher processed for a billing for goods and services that have been provided through the date of payment **and** for **prepaid expenses**?*
- A:** If the invoice amount is **LESS THAN \$5,000**, then the last receipt date field should be coded with the current voucher date (accounting date-date voucher is prepared).

If the invoice amount is \$5,000 or greater and **MORE THAN 50 PERCENT** of the total dollar amount applies to future goods and services to be received **after** June 30, then the current voucher date (accounting date-date voucher is prepared) should be coded in the last receipt date field.

If the invoice amount is \$5,000 or greater and **50 PERCENT OR MORE** of the total dollar amount applies to goods and services received on or **before** June 30, then the last receipt date field should be coded with a date falling prior or equal to June 30.

Examples:

- Your agency receives a telephone utility bill for less than \$5,000 for the service period June 17 through July 16, and a voucher is processed for payment of the invoice on July 11. The last receipt date field should be coded with 07/11/YYYY (the current voucher date), since the invoice amount is **less than \$5,000**.
- Your agency receives a \$5,000 telephone utility bill for the service period June 17 through July 16, and a voucher is processed for payment of the invoice on July 11. The last receipt date field should be coded with 07/11/YYYY (the current voucher date), since **more than 50 percent** of the invoice amount applies to telephone services utilized **after** June 30. (i.e., the 14 days in the first fiscal year constitute about 47 percent of the 30-day period during which telephone services prorated at \$2,350 were provided, while the 16 days in the second fiscal year constitute about 53 percent of the 30-day period during which services prorated at \$2,650 are to be received.)
- Your agency receives a \$5,000 telephone utility bill for the service period June 15 through July 14, and a voucher is processed for payment of the invoice on July 11. The last receipt date field should be coded with 06/30/YYYY (or a date falling prior to June 30), since **50 percent or more** of the invoice amount applies to telephone services utilized **on or before** June 30. (i.e., the 16 days in first fiscal year constitute about 53 percent of the 30-day period during which services prorated at \$2,650 were provided while the 14 days in the second fiscal year constitute about 47 percent of the 30-day period during which services prorated at \$2,350 are to be received.)
- Your agency receives a \$5,000 telephone utility bill for the service period June 16 through July 15, and a voucher is processed for payment of the invoice on July

11. The last receipt date field should be coded with 06/30/YYYY (or a date falling prior to June 30), since **50 percent or more** of the invoice amount applies to telephone services utilized **on or before** June 30. (i.e., the 15 days in the first fiscal year constitute 50 percent of the 30-day period during which services prorated at \$2,500 were provided.)

16. **Q:** *What is the proper last receipt date to be coded on a voucher processed for the payment of interest and late payment penalty charges?*

A: If the charges were incurred within the first fiscal year, then the last receipt date field should be coded with 06/30/YYYY or some date falling prior to June 30.

If the charges were incurred within the second fiscal year, then last receipt date field should be coded with the current voucher date (accounting date-date voucher is prepared), a date falling after June 30.

If the charges were incurred over a period that spans **both** fiscal years, then the last receipt date field should be coded in accordance with the guidelines set forth under Question 5.

17. **Q:** *What is the proper last receipt date to be coded on a voucher processed for the payment of a refund?*

A: The last receipt date field should be coded with the current voucher date (accounting date-date voucher is prepared).

18. **Q:** *What is the proper last receipt date to be coded on a voucher processed to replace a voided warrant?*

A: The last receipt date field should be coded with the same date that appeared in the last receipt date field on the *original* voucher prepared for the payment.

EXHIBIT A

Invoice Information		Payments	Youcher Attributes
Business Unit:	DAS01	Invoice Number:	AB123456
Voucher ID:	NEXT	Invoice Date:	05/10/2011
Voucher Style:	Regular	*Origin Code:	284
Vendor:	0000155781	Last Receipt Date	05/09/2011
Name:	1 EXPRESS-001	Misc. Amount:	<input type="text"/>
Location:	CHK	Freight Amount:	<input type="text"/>
*Address:	1		
1 EXPRESS CARWASH & DETAIL CENTER PO BOX 16061 ROCKY RIVER, OH 44116		Total:	653.25
		Balance:	0.00
Non Merchandise Summary			
Withholding			
Comments			
Advanced Vendor Search			
*Pay Terms:	Net 30	Basis Dt Type:	Invoice Date
Control Group:	<input type="text"/>	Accounting Date:	05/10/2011
		*Currency:	USD

On a Regular Voucher, the last receipt date field is found in the Invoice Information tab.

EXHIBIT B

The period of construction for which a partial payment is being processed is located in the "For the Period" box indicated below. The construction period should be the basis for determining the proper last receipt date to be coded on the voucher document. The guidelines discussed under question 8 should be applied when coding a voucher document prepared for such a payment.

Contractor Payment Request

Ohio Department of Administrative Services
 General Services Division
 State Architect's Office • 4200 Surface Road • Columbus, Ohio 43228-1395

Ohio DAS
<http://ohio.gov/sao>
 StateArchOff@das.state.oh.us
 Phone 614.466.4761

Contractor Name and Address		Project Information		A/E Name and Address		A - Summary	
.....		Contract No.		Request No.	
.....		Local No.		Sheet 1 of 1	
.....		Project Name & Location			For the period from to	
Contr. Phone		CM Name and Address			
Contr. Fax			
Contr. Tax ID			
Contr. E-mail		Type of Contract			

Contractor Certification		Partial Payment Details		Labor \$	Materials \$	Total \$
Contractor certifies the Original Application values in this Payment Request have not changed from the values first approved, all information in this Payment Request is true and accurate, all payments received to date have been used by the Contractor to discharge, in full, the obligations incurred and provided during the periods for which payment was made, and the Contractor has, to the best of its knowledge, completed the Work to date in accordance within the terms and conditions of the contract, including payment of the applicable Prevailing Wage rates. Authorized signature _____ Date _____		Completed to date				
		Original Contract Amount	
		Change Order Amount	
		Stored Materials		N/A
		Subtotal - Earned (A)	
		Percent Complete	
		Withheld Amounts				
		Lien(s)	
		Retainage Amount	
		Liquidated Damages	
Other			
Subtotal - Withheld (B)			
Previous Payments (C)			
Total Requested this Application (A - B - C)			
State Architect's Office Approval		Owner Approvals				
Authorized signature		Authorized signature		Authorized signature	Authorized signature	Date
Date		Date		Date	Date	