
INVOICE RECEIPT DATE REQUIREMENTS

Effective May 16, 2022, the “**invoice receipt date**” field will be a required field on all Accounts Payable (AP) vouchers. This field appears in the Invoice Header Information section of the Invoice Information tab of an Accounts Payable voucher.

This field input will help facilitate the monitoring of the timely processing of payments to suppliers and customers. Processing timely payments helps the state to maintain public trust, to comply with the Prompt Pay Act of 1985, TCA 12-4-703, and helps ensure timely data is generated for financial reporting and for management to make financial decisions.

In general, the invoice receipt date field will be populated (mm/dd/year) with the first date on which the state received the invoice. Below are general guidelines for populating this field for the most common type of payments processed through the AP Module. If assistance is needed in determining the appropriate invoice receipt date to be used for a non-listed type of payment, please contact a Division of Accounts–Accounts Payable team member for assistance.

General materials, supplies, and services

The invoice receipt date will be the first date the state received the invoice.

Real Property Leases

The invoice receipt date will be the date the rent is due to the lessor.

Utilities

1. EnergyCAP – the date is auto populated with the date the bill is created in EnergyCAP
2. Utilities not processed by EnergyCAP – the invoice receipt date will be the first date the state received the invoice.

Grants and subsidies

1. **For reimbursement-based grants and subsidies**– the invoice receipt date will be the first date the state received the invoice.
2. **For advance grant payments**– the invoice receipt date is the due date of the payment in accordance with the payment methodology included in the grant contract.
3. **Direct appropriation grants** – the date the state receives the signed underlying agreement

On-line Refunds

1. **Overpayments** – the invoice receipt date is the date the state receives the claimant's refund request or the date that it is determined by the state that an overpayment has been made.
2. **Disallowed costs** – The invoice receipt date is the date the state is notified of the disallowance by the grantor.

Other Payment Types

1. **Interface payments** – Due to potential significant changes to agency internal systems, no guidance is given at this time for interface payment types. However, agencies should consider the guidance given for payment types listed in this document when implementing planned changes or updates to their internal systems that interface with the Edison AP module.
2. **Reissue payments** – the invoice receipt date is the same date as the original voucher's invoice receipt date.

New Optional Field – the “**fiscal received date**” field is an optional field to be used at the agency's discretion. For example, this date could be the date the accounting/fiscal office receives the invoice for processing. This field appears in the Invoice Header Information section of the Invoice Information tab of an Accounts Payable voucher.

Special Considerations

The invoice receipt and the fiscal received date fields can be edited up to the time the voucher is posted in Edison.

It does not matter if the invoice receipt date is within a closed period or fiscal year. The invoice receipt date does not affect the transaction or payment date of the voucher. However, the invoice receipt date should never be after the payment date.