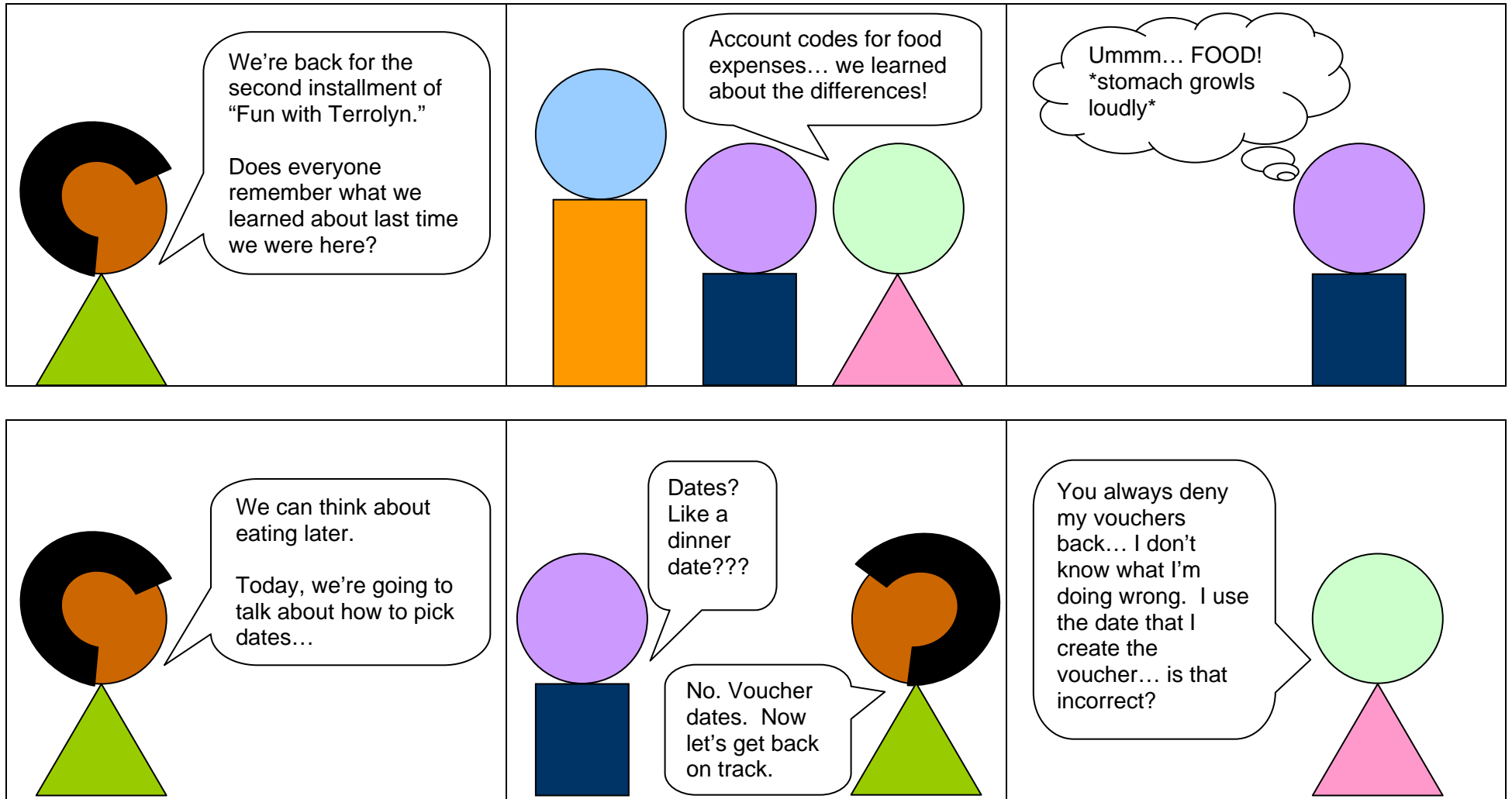
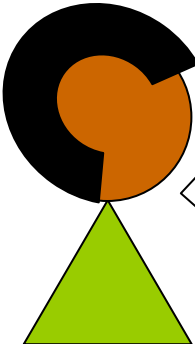
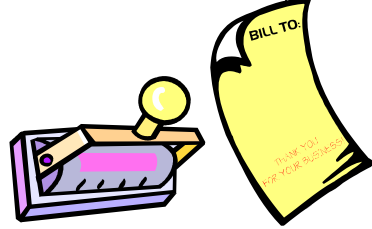
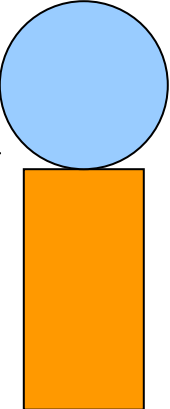
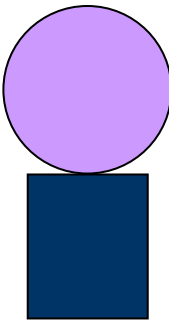
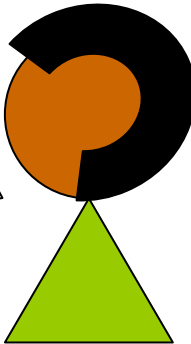
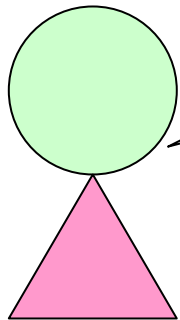


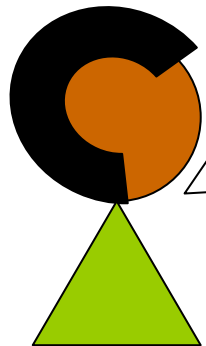
Fun with Terrolyn... How to Pick Correct Dates.

(Invoice Date, Invoice Receipt Date, Goods Receipt Date, and Acceptance Date - MAPP 04.01.10)



 <p>I don't enjoy denying your vouchers back either, so let's learn how to select the correct dates together!</p> <p>Plus, it is VERY important that we choose the correct ones because AP calculates interest on late payments.</p>	 <p>If you do not have a date stamp in your Department and do not stamp or write the date that you initially received your invoices, the Invoice Date will be considered the Invoice Receipt Date.</p>	<p>But what if there is more than one stamp on the invoice? Say AP received a copier invoice before sending it on to us?</p> 
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 <p>Then we would use our date, right? It IS the date that WE received the invoice and we ARE the ones paying it.</p>	<p>Actually, no.</p> <p>The Invoice Receipt Date is the first date that the invoice was received by the University. If there are two dates stamped on the invoice, you should use the first one.</p> 	 <p>What about Goods Receipt and Acceptance Date? What are we accepting?</p>
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The Goods Receipt Date and Acceptance Date should always be the same. It is the date in which you LAST received what you ordered, whether it is a good or a service.



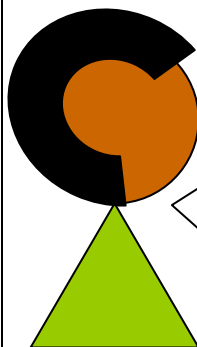
For example, if your guest speaker speaks on 3 days, you would use the final day as your Goods Receipt/ Acceptance Date. Same thing goes for ads ran in newspapers; use the last date in which the ad appears.



The same thing goes for multiple receipt reimbursements. If your faculty turns in receipts for a business meal, book purchase, and in-town parking, you would use the last date for Goods Receipt/Acceptance.



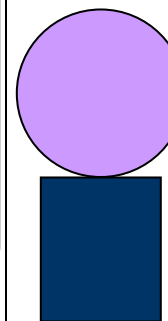
Don't forget about magazine, journal, and newspaper subscriptions as well. Use the last date of the subscription, the date right before the subscription expires, for the Goods Receipt/ Acceptance Date.



Invoice Date is the simplest of all. It is the date on the invoice.

I know this is a lot of info to remember but as always, let me know if you have any questions.

Okay, now you can all go eat...



So about this dinner date...

