A/P Invoice Date Determination Diagram

1. Is the invoice for the receipt of goods?
   - YES: Enter the date goods were received
   - NO: Does the invoice show a service date with a range? (e.g., 06/01/2011-06/30/2011)
     - YES: Which fiscal year does the range include the most? FY11 or FY12?
       - FY 2011: Enter 06/30/2011
       - FY 2012: Enter the last day in the range
     - NO: Does the invoice have a service month? (e.g., the month of June)
       - YES: Enter the date goods were received
       - NO: Does the invoice not reference any date?
         - YES: Contact vendor and/or responsible manager to identify service period
         - NO: Contact vendor and/or responsible manager to identify service period

Source: Year End Manual – Appendix B