

## Transaction Date & Prompt Payment – Reference Guide

“Prompt Payment” is the terminology used to describe the statutory requirement that state agencies pay obligations of the state within a period of 40 calendar days from the date the obligation is eligible for payment. (For health care providers the time-frame is 35 calendar days.) The Transaction Date (TRN-DT) is the FLAIR term for the start date (payment eligibility date) for the 35-40 day payment compliance period. If the payment is not issued to the vendor within the required timeframe (35 or 40 days), interest is owed to the vendor. The primary statute that mandates prompt payment is s. 215.422, F.S.

### Determining Transaction Date (TRN-DT) for Goods and Services

The task for the agency is to correctly determine the TRN-DT on each obligation. Other than pre-payments in limited circumstances, in order for an obligation to be eligible for payment the agency must have:

- 1) an accurate invoice from the vendor;
- 2) received the goods or services;
- 3) inspected and approved the goods or services (**not more than five working days from receipt of goods and services**); and
- 4) established that the vendor has a verified Substitute Form W-9\*\* on file with the Department of Financial Services (DFS) (for most vendors)

\*\*Note: A verified Substitute Form W-9 is the vendor’s electronic registration and verification of their taxpayer identification number (TIN) via the [DFS Vendor website](#).

For goods and services, when processing an invoice /obligation for payment, traditionally a three-date stamp has been used to determine the TRN-DT. The TRN-DT date was previously determined as the latter of three dates (1, 2, & 3 above). However, as of March 5, 2012, a 4<sup>th</sup> date may be considered, that is, the verified Substitute Form W-9 date. If the verified Substitute W-9 date occurs after the invoice received, goods received, and goods approved dates, the TRN-DT is deemed to be the W-9 verified date. As required by s. 215.422, F.S., “the agency must record these key dates on each obligation,” and as required by DFS Memo No. 38 dated February 24, 2012, “if a vendor submits an invoice for payment and does not have a verified W-9 on file, the agency should document the error and indicate on the invoice the date the W-9 was verified. Agencies may use the W-9 update field [in FLAIR] to determine when the W-9 was verified.”

Date Invoice Rec'd	_____
Date Goods Services/Rec'd	_____
Date Goods Inspected/Appv'd	_____
Date W9 Verified	_____

Not more than 5 working days from Goods/Services Received date

**The TRN-DT is the latter of the dates.** The TRN-DT is manually entered into FLAIR as a required data element when processing the obligation/invoice in FLAIR. The TRN-DT entered in FLAIR starts the prompt payment compliance “clock.”

**Transaction Date for Goods & Services (Non-Travel Payments) & BOMS**

BOMS will calculate the transaction date automatically from the three date fields entered on the BOMS invoice screen and insert the calculated date as the TRN-DT (Tran Date) on the Batch Sheet.

BOMS Invoice Screen

Date Stamp on Invoice

*Date the vendor created the invoice* (points to Invoice received)

*Date the batch is created in BOMS* (points to Batch date)

*Not more than 5 working days from Goods/Services Received date* (points to Date W9 Verified)

The three key date fields (invoice received date, goods received date, [goods] approval date) must **not be left blank** when entering invoice information in BOMS. *Note: The goods approved date must not be more than 5 working days from the goods/services received date. **The W-9 verified date is not entered into BOMS as of the writing of this memo**, but may be considered for the Tran date/TRN-DT if it is later than the other dates.*

The transaction date for the invoice example above should be 1/20/2012 because it is the latter of the dates on the invoice date stamp. When the batch was created for this item, the batch sheet recorded the correct Tran date/TRN-DT. See the example below.

BATCH SHEET (Regular)			
FUND: 12-GR07 (Contracted Services)		AGENCY PAGE 1 JAC NO:	
r name	Vendor no	Tran date	Invoice no
F362407381012		01/20/12	3751V3022

Please note that the TRN-DT may be changed to the W-9 verified date when entering the invoice/payment into FLAIR if the W-9 verified date is later than the other three dates.

**Determining Transaction Date for Travel Reimbursements**

Travel reimbursements to officers or employees of the state should be handled in accordance with s. 215.22, F.S., regarding prompt payment. Officers or employees who do not receive travel expense reimbursements within 40 days of the TRN-DT may be eligible for interest penalty payments. Also, according to the Department of Financial Services (DFS) Travel Manual (revised January 20, 2010), “An officer or employee of the state should submit a travel voucher for reimbursement of travel expenses within ten (10) working days after returning to their headquarters.”

Other than travel pre-payments in limited circumstances a traveler must submit an accurate State of Florida Voucher for Reimbursement of Travel Expenses (travel voucher) with supporting documentation to the agency. The dates considered on the travel voucher related to prompt payment are:

- 1) invoice received date: the date the travel voucher is received by the traveler’s supervisor (not necessarily indicated on the travel voucher)
- 2) goods and services received date: the final date traveled as indicated on the travel voucher; and
- 3) goods or services approved date: the date the **traveler’s supervisor** signs the travel voucher (**not more than 5 working days from when the traveler signs the travel voucher**) *Note: the traveler may be owed interest payments if the supervisor neglects to approve the travel within 5 working days.*

**Travel Voucher**

STATE OF FLORIDA VOUCHER FOR REIMBURSEMENT OF TRAVEL EXPENSES		DATE	Travel Performed From Point of Origin To Destination	STATE
		Wed., 11/30/2011	From Tallahassee to Destin, FL	Flori
		Thurs., 12/01/2011	From Destin to Tallahassee, FL	Sup

**#3**

The critical date on the travel voucher is the date the supervisor signs the travel voucher, thus approving the travel. This is also defined as the goods and services approved date (#3). The supervisor should sign the travel voucher no later than 5 working days from the traveler’s signature date.

<b>RECEIVED</b> DEC 8 2011		Column Total	Column Total	Column Total
BY: _____		\$ -	\$ -	\$ -
Traveling Fund:	Agency:	LESS ADVANCE RECEIVED		
Check No.:	Warrant No.:	LESS CLASS C MEALS (Officer/Employee/Civil)		
Check Date:	Warrant Date:	LESS NON-REIMBURSABLE ITEMS INCLUDED ON PURCHASE ORDER		
Agency Voucher No.:	Statewide Doc. No.:	NET AMOUNT DUE TRAVELER		
I hereby certify or affirm and declare that this claim for reimbursement is true and correct in every material matter; that the travel expenses were actually incurred by me as necessary in the performance of official duties; that no claim claimed has been appropriately reduced by any meals or lodging included in the convention or conference registration fees claimed by me, and that this voucher conforms in every respect with the requirements of Section 112.061, Florida Statutes.		PURSUANT TO SECTION 112.061(5)(a), FLORIDA STATUTES, I HEREBY CERTIFY OR AFFIRM THAT THE BASIS OF MY TRAVEL WAS ON OFFICIAL BUSINESS OF THE STATE OF FLORIDA (and when for the purpose(s) stated herein).		
TRAVELER'S SIGNATURE: <i>Sally Smith</i>	AGENCY VOUCHER NO.:	SUPERVISOR'S SIGNATURE: <i>Jane Drea</i>		
SIGNATURE DATE: <i>12/2/11</i>	TITLE: <i>Assistant to the Director</i>	SUPERVISOR'S TITLE: <i>Direktor</i>		
FOR AGENCY USE:		SIGNATURE DATE: <i>12/4/11</i>		

Most of the time the TRN-DT for travel reimbursements is the date the supervisor signs the travel voucher.

**Transaction Date for Travel Reimbursement Vouchers & BOMS**

The task for the agency is to determine the TRN-DT from the dates on the travel voucher. The dates to consider are: 1) invoice received date: the date the travel voucher is received by the traveler's supervisor; 2) goods received date: the final travel date on the travel voucher; and 3) goods approved date: the date the traveler's supervisor signs the travel voucher. The dates found on the travel voucher are entered into BOMS as shown below:

STATE OF FLORIDA		TRAVELER	Travel Voucher				AGENCY			
VOUCHER FOR REIMBURSEMENT		SOCIAL SECURITY NO.	HEADQUARTERS				RESIDENCE (CITY)			
OF TRAVEL EXPENSES		CHECK ONE: OFFICER/EMPLOYEE NONEMPLOYEE IND. CONTRACTOR OPS	RESIDENCE (CITY)							
DATE	Travel Performed From Point of Origin To Destination	Purpose or Reason (Name of Conference)	Hour of Departure And Hour of Return	Meals for Class A & B Travel	Per Diem or Actual Lodging Expenses	Class C Meals	Map Mileage Claimed	Vehicle Mileage Claimed	Amount	
11/30/2011	Tallahassee to Destin									
12/01/2011	Destin to Tallahassee									
Statement of Benefits to the State: (Conference or Convention)						Column Total	Column Total	Column Total	0 MI	Column Total
						\$ -	\$ -	\$ -	44.5 MI	\$ -
Revolving Fund	Advance	LESS ADVANCE RECEIVED								
Check No.	Warrant No.	LESS CLASS C MEALS (Officers/Employees Only)								
Check Date	Warrant Date	LESS NON-REIMBURSABLE ITEMS INCLUDED ON PURCHASING CARD								
Agency Voucher No.	Strategic Dist. No.	NET AMOUNT DUE TRAVELER								
Agency Voucher No.		NET AMOUNT DUE STATE								
I hereby certify or affirm and declare that this claim for reimbursement is true and correct in every material matter; that the travel expenses were actually incurred by me as necessary in the performance of official duties; that per diem claimed has been appropriately reduced by any meals or lodging included in the convention or conference registration fees claimed by me, and that this voucher conforms in every respect with the requirements of Section 112.061, Florida Statutes.						Pursuant to Section 112.061 (3) (a), Florida Statutes, I hereby certify or affirm that the travel was on official business of the State of Florida (and was for the purpose(s) stated below):				
TRAVELER'S SIGNATURE: <i>Sally Smith</i>	TITLE: <i>Assistant to the Director</i>		SUPERVISOR'S SIGNATURE: <i>Jane Jones</i>			SUPERVISOR'S TITLE: <i>Director</i>			SIGNATURE DATE: <i>12/4/11</i>	
SIGNATURE DATE: <i>12/2/11</i>										



The date the traveler signs the travel voucher is considered the invoice date

Invoice... [Edit]		BOMS Invoice	
Invoice no:	3751V3022	Type:	
Invoice date:	12/02/11	Vendor:	
Invoice received:	12/03/11		
Goods received:	12/01/11		
Approval date:	12/04/11		
Batch date:	12/04/11		
		IAC no:	

The Tran Date/TRN-DT for the travel voucher on page 4 should be: 12/04/11 because that is the date the traveler's supervisor signed the travel voucher. BOMS will automatically record 12/04/11 as the Tran date. See batch sheet example below.

ORG: Justice Administrative Commission		BATCH SHEET					
ORG CD: 21 30 00 00 000		(Travel Reimbursement)					
EO: B2		FUND:					
SF: 1		BEN OBJ:		12-GR04 (Expenses)			
FID: 000069		BEN CAT:					
County	Object	Amount	Vendor total	Vendor name	Vendor no	Tran date	
			\$184.05	Sally Smith	E123456789	12/04/2011	
000	261200	\$55.00					
000	261300	\$129.05					

**Sources of Information Related to Transaction Date (TRN-DT)**

The information contained in this document was compiled from several sources: Florida Statutes, Department of Financial Services Travel Manual, Department of Financial Services/Comptroller's Memoranda, and the Department of Financial Services/Agency Addressed Memoranda. Excerpts from the documents and links to the full text of each are found below.

[Excerpt from the "Prompt Payment Statute" s. 215.422, F.S.](#)

Payments, warrants, and invoices; processing time limits; dispute resolution; agency or judicial branch compliance. As stated in ss. 215.422(1); (3)(a); (3)(b); and (11):

(1) "An invoice submitted to an agency of the state or the judicial branch, required by law to be filed with the Chief Financial Officer, shall be recorded in the financial systems of the state, approved for payment by the agency or the judicial branch, and filed with the Chief Financial Officer not later than 20 days after receipt of the invoice and receipt, inspection, and approval of the goods or services, Approval and inspection of goods or services shall take no longer than 5 working days unless the bid specifications, purchase order, or contract specifies otherwise. For the purposes of determining the receipt of invoice date, the agency or the judicial branch is deemed to receive an invoice on the date on which a proper invoice is first received at the place designated by the agency or the judicial branch. The agency or the judicial branch is deemed to receive an invoice on the date of the invoice if the agency or the judicial branch has failed to annotate the invoice with

the date of receipt at the time the agency or the judicial branch actually received the invoice or failed at the time the order is placed or contract made to designate a specific location to which the invoice must be delivered.”

3(a) “Each agency of the state or the judicial branch which is required by law to file invoices with the Chief Financial Officer shall keep a record of the date of receipt of the invoice; dates of receipt, inspection, and approval of the goods or services; date of filing of the approved invoice; and date of issuance of the warrant in payment thereof.

3(b) “If a warrant in payment of an invoice is not issued within 40 days after receipt of the invoice and receipt, inspection, and approval of the goods and services, the agency or judicial branch shall pay to the vendor, in addition to the amount of the invoice, interest at a rate as established pursuant to s. 55.03(1) on the unpaid balance from the expiration of such 40-day period until such time as the warrant is issued to the vendor.”

(11) “Travel and other reimbursements to state officers and employees must be the same as payments to vendors under this section, except payment of Class C travel subsistence.”

(13) ”Notwithstanding the provisions of subsections (3) and (12), in order to alleviate any hardship that may be caused to a health care provider as a result of delay in receiving reimbursement for services, any payment or payments for hospital, medical, or other health care services which are to be reimbursed by a state agency or the judicial branch, either directly or indirectly, shall be made to the health care provider not more than 35 days from the date eligibility for payment of such claim is determined.”

[Excerpt from the Florida Department of Financial Services Travel Manual \(Revised January 20, 2010\)](#)

“The traveler must submit a Voucher for Reimbursement of Travel Expenses within ten (10) working days after returning to their official headquarters, or at the completion of each 30-day travel period of continuous travel, or at the completion of each 30-day period of Class C travel trips.

Vouchers requesting reimbursement must be typed or completed in ink and must be legible. Vouchers that are not legible or that are incomplete will not be processed for reimbursement and will be returned to the traveler. The traveler must provide his/her name, social security number, organization code, and expansion option (EO) code.

The traveler must complete the Voucher for Reimbursement of Travel Expenses with the purpose of travel, travel destination, travel times, and requested reimbursement of expenses as appropriate. Vouchers for Reimbursement of Travel Expenses must be signed and dated by the by the traveler and their supervisor.”

[Excerpt from Comptroller's Memorandum #3 – October 22, 1999](#)

SUBJECT: COMPLIANCE WITH s. 215.422, F.S.

During our review of agencies' invoices, we noted some inconsistencies with the invoice transaction date recorded in FLAIR. As a reminder, the latest of the following three dates should be used as the transaction date: (1) the date the invoice was received at the location designated on the purchase order or contract; (2) the date the goods and/or services were received; or (3) the date the goods and/or services were inspected and approved. In situations where these three dates are not on an invoice, we will use the invoice date as the beginning date for calculating interest due vendors under s. 215.422, F.S.

[Excerpt from Comptroller's Memorandum #10 – December 27, 1989](#)

SUBJECT: INFORMATION CONCERNING IMPLEMENTATION OF COMPLIANCE MONITORING PURSUANT TO s. 215.422, F.S. (PROMPT PAYMENT LAW)

"Receipt of Invoice" for the purpose of travel and other reimbursements to state officers and employees is the date a properly completed reimbursement form is received by the officer's or employee's supervisor or person authorized to approve the reimbursement form. In the event the traveler and approving authority are the same person, the date the reimbursement form is received by the fiscal office should be used as the received date.

[Excerpt from Agency Addressed Memorandum #38 – February 24, 2012](#)

SUBJECT: FLAIR EDITS REQUIRING A SUBSTITUTE FORM W-9

“The Department of Financial Services (DFS) will implement edits in FLAIR on March 5, 2012, to prevent an encumbrance, payable, or disbursement transaction for any vendor that does not have a verified Substitute Form W-9 on file with DFS.....Section 215.422(3)(b), Florida Statutes, states that the non-submittal of the appropriate federal taxpayer identification documentation to the Department of Financial Services by the vendor will be deemed an error on the part of the vendor, and the vendor will be required to submit the appropriate federal taxpayer documentation in order to remedy the error. Therefore, if a vendor submits an invoice for payment and does not have a verified W-9 on file, the agency should document the error and indicate on the invoice the date the W-9 was verified in FLAIR. This may affect the transaction date entered in FLAIR when processing the invoice. Agencies may use the W-9 Update Date field to determine when the W-9 was verified.”