

DESKTOP GUIDE FOR FFS DATES

All Remote Data Entry (RDE) payments (including SF 1164 payments) require the following dates to be keyed into FFS:

Acceptance Date
Log Date
Invoice Date

A Schedule date is to be coded if the vendor meets established accelerated payment criteria.

If the vendor is entitled to be paid interest and the dates entered into the payment document display an error message stating that an interest reason code is required, the person entering the payment can go to the FFS IRCT table to see a listing of all the interest reason codes.

Why these dates are important? The dates:

- determine the prompt pay date (based on latest of acceptance and log dates)
- determine if the vendor is due interest (based on latest of acceptance and log dates)
- determines when the vendor will be paid (based on schedule date)
- determines whether to take discounts (based on invoice date)
- determines if the system should generate an accrual (based on the acceptance date)

Definitions of Various Dates Used in FFS Documents:

Acceptance Date (accp date in FFS)

- date merchandise is picked up/date merchandise is delivered to the office
- date services are completed/last date of a performance period-usually identified on the invoice
- when there is a variety of dates identified on an invoice, it is the latest date

Example: A vendor delivers various loads of gravel during the month. Each time the gravel is delivered, a delivery ticket is issued. Each delivery ticket is listed on the statement, which the vendor sends to the ordering office when payment is requested. The date the last delivery occurred would be the acceptance date.

Log Date

- date the invoice is received at the first FWS office
- date should be stamped on the invoice (it is recommended the name of the station be included on the date stamp)

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Invoice Date (Inv date in FFS)

- date the vendor issued the invoice
- this date is not usually the date goods/services were received unless an over the counter purchase or service (such as a car repair) has occurred
- if there is no invoice date, use the date the document is entered into FFS

Schedule Date (Sched date in FFS)

- the date the payment is entered into FFS is to be keyed into the schedule date field if a vendor meets the following established accelerated payment criteria:
 - Vendor is a small business
 - Vendor is a large business, but the payment consists of a single invoice under \$2500.00
 - Payment is for an emergency
 - Payment is an assistance agreement, a land payment, or a PL 91-646 Relocation Payment
- if this date is left blank, the system automatically calculates the schedule date based on 30 days from the latest of the acceptance date or the log date and displays this date in the FFS PVHT table

NOTE: This field must be used in conjunction with the Agency Head Approval field in FFS, which needs to be coded as a “Y”.

Types of Payment Documents:

As shown in the above section entitled “Why these dates are important”, there are various types of payment documents that have legal requirements as to whether or not the vendors are to be paid interest if the government is delinquent in paying the bills or if the vendor is entitled to fast/accelerated payment. The following section will list the various types of payment documents processed through RDE and will provide additional guidance (when needed) on how to calculate the correct dates.

Purchase Orders, Contracts (excluding Construction Payments) and Blanket Purchase Agreements:

These documents require that the vendors be paid interest based on 30 days (less four days administrative time) after the latest of the acceptance date or log date.

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Utilities

Usually, the acceptance date is the last day of service. Exceptions are as follows:

- If the last day of service is not identified on the bill, use the invoice date as the acceptance date. If there is no invoice date, use the date entered into FFS as the acceptance date.
- On occasion, some utility companies bill in the middle of a cycle. Also, some water companies or counties require water assessments in advance (sometimes, we have no choice if we don't want the Refuge or Hatchery deprived of water for irrigation and for feeding the wildlife or fish). In these cases, the acceptance date would be in the future. FFS will not allow a future date to be coded so the invoice date is to be used as the acceptance date. If there is no invoice date, use the date entered into FFS as the acceptance date.
- key a "U" in the prompt pay type to lower the interest rate and to schedule the payment for processing the night the document is accepted into FFS.

The schedule date is not required, but it won't hurt anything if it is keyed.

Payments to Employees/Volunteers (SF 1164)

- Key the acceptance date (use the latest date mileage was incurred or the latest invoice date)
- Key the log date (date the SF 1164 was signed by the supervisor).
- The invoice date on the SF 1164 is the date the employee signs the SF 1164.
- Be sure to key the schedule date and a "Y" for the agency head approval on all SF 1164's; otherwise, the system will not process the payment immediately, but will use the acceptance and log dates to calculate the payment schedule date. Do not key an "N" in the Prompt Pay Type Field.

Assistance Agreements (Cooperative agreements, grants (outside of FAIMS), challenge cost share agreements, and private land agreements aka wildlife extension agreements.)

These documents are not subject to the Prompt Pay Act and the vendors are **not** to be paid interest. The documents are to be paid using the accelerated or fast pay method.

- If an interest reason code screen appears when the payment is processed, **do not** key an interest reason code. These documents are not subject to prompt pay and therefore the

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Service can't pay interest. The person approving the payment should change the log date to the date the document is being entered into FFS. This should be noted on the invoice, dated, and initialed by the approving official. This will remove the interest reason prompt. The acceptance date should not be changed and should represent when the goods/services were actually received.

Construction Payments

Progress Payments (AKA 14 day construction payments)

- These payments require the vendor to be paid 14 days (less three days administrative time) from the log date (date the invoice is received); otherwise, the vendor is due interest.
- The acceptance date is the date the goods/services are received—not the date the FWS regional engineer/project engineer authorizes the payment.
- Enter a “C” in the prompt payment type

Final Payments

- These documents require that the vendors be paid interest based on 30 days (less four days administrative time) after the latest of the acceptance date or log date.
- The acceptance date for the final payment is the date the FWS regional engineer/project engineer certifies they have inspected the work and closes the project.
- DO NOT enter a “C” in the prompt payment type

Land Payments

- Acceptance Date is the date the payment is entered into FFS
- Log Date is the date Realty requests payment be made
- Invoice Date is the date Realty requests payment be made

PL 91-646 Relocation Payments:

- Acceptance Date is the date the payment is entered into FFS
- Log Date is the date Realty requests payment be made
- Invoice Date is the date Realty requests payment be made

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Recommendations:

When the invoice is received at the station, it should be stamped with the current date. It is recommended the stamp include the name of the station.

The following document is highly recommended. It is a consolidation of the various dates and other information that would be useful to anyone examining the document. This information should appear on the invoice (not covering any important information) and could be in the form of either a label or a stamp. Yes, it is OK to use the back of the invoice if there is no room on the front of the invoice.

Document Control # _____ (Organization Number - Fiscal Year - Control Number)	
Vendor Code _____ (Code in FFS)	Doc Total _____ (Payment Amt)
Accp Date _____ (Goods/Svcs Accepted)	Log Date _____ (Invoice Received)
Vend Inv# _____ (or Account Number)	Inv date _____ (Date of Invoice)
Does payment qualify for accelerated payment: YES NO	
Circle yes if payment is to a small business (any \$ amount) or payment is \$2,500 or under. If YES, complete SCHED PYMT DATE and AGENCY HEAD APPRVL fields in FFS.	
(1) OBLL Line # _____ P / F (2) OBLL Line # _____ P / F	
Charge to: Budget Org/Job #/Project # _____	
Budget Obj Class Code/BOC _____ Budget Fiscal Year/BFY _____	
<i>I certify that the goods/services were accepted; therefore, payment is approved.</i>	
Signature of Approving Official _____,	Official Title _____