

Service Dates

1. Service Dates are a requirement on all payment documents that run through the WOLFS system. The following guidelines will assist WOLFS users as they enter information for goods and services into the system:
 - Goods: The **order date** on the invoice should be used for both the from and to service dates.
 - Services: The **actual dates** of the service should be used for the from and to service dates.
 - If PCards: Dates should be entered based on the invoice or receipt using the appropriate dates based on the guidelines for the good or service.
2. The following guidelines will assist WOLFS users in determining whether an invoice should have a date of service for the previous fiscal year or for the current fiscal year:
 - If the payment is for goods **ordered** or services **received** PRIOR to June 30, the from and to service dates need to be less than or equal to June 30.
 - If the payment is for goods **ordered** or services **received** AFTER June 30, the from and to service dates need to be greater than or equal to July 1.
 - If the service dates cross fiscal years, you must use at least TWO accounting lines:
 - One line for services rendered on/before June 30
 - A second line for services rendered after June 30
3. If you have monthly recurring payments that cross over months {such as utility bill) you may handle these transactions in one of two ways at fiscal year-end:
 - Use TWO accounting lines and allocate the costs for each month based on the number of days in each month.
 - Single date method - pick a month for all the costs and use single date. Ensure that you have 12 monthly payments for the year. **If you use this method, please do not implement until the beginning of a fiscal year (i.e July 1) to ensure consistency for the fiscal year.**
4. The Service from and to dates aren't to be based on what budget fiscal year monies are used to pay for the services; the dates should be based on when the service happened, NOT based on the invoice date, the date you receive the invoice or the date you pay the invoice.
5. For grant sub-recipient reimbursements the service dates should be the date of service for the sub-recipient (the dates of service listed on the invoices submitted for reimbursement). Do not use the date the reimbursement request was received.
6. Ensure that if using Interfaces you do not use the default date, rather the actual dates of services are reported.
7. Agency chief fiscal officers and their staff must ensure accurate reporting at fiscal year end. If you know you have had services provided in the previous fiscal year for which you have not received an invoice, you should contact the vendor to confirm they will provide their billings to you so it can be properly accounted for. This is especially true if your agency is engaged in any type of construction activity or granting to sub-recipients.

If you have any questions concerning service dates, please do not hesitate to contact the SAO Accounting Division as saoaccounting@wyo.gov.