

Section 6. Dates in WAWF

Q. Which is the received date and which is the acceptance date?

A. It depends on the document type and which user you are. As an Acceptor, the Date Received is always the received date. If there is an Acceptance Date field, that is the acceptance date. If there is not an Acceptance Date field, the Signature Date is the acceptance date. For users other than the Acceptor, the Date Received and Acceptance Dates will always be received and acceptance dates.

Q. Is the Date Received the actual date the goods were received on the dock?

A. Yes.

Q. When an LPO signs the Invoice of a Combo, which dates start the prompt pay clock: the Acceptance date from the Acceptor or the Acceptance date from the LPO?

A. Section 1315.4(f) of the Prompt Payment rule states that the period available to an agency to make a timely payment without incurring an interest penalty begins on the date of receipt of a proper invoice. Section 1315.4(b) of the rule provides that an invoice is deemed to be received on the later of:

- 1) The date a proper invoice is received by an agency if the agency annotates the invoice with the date of receipt (for invoices electronically transmitted, the date a readable transmission is received by the designated agency office [Invoice Received date in WAWF], or the next business day if received after normal working hours, or
- 2) The seventh day after the date in which goods are delivered or services completed, unless acceptance occurs earlier or if a longer acceptance period is specified in the contract. The LPO actions are not included in Prompt Payment calculations.

Q. Is the Acceptor the only one who can change the acceptance date?

A. Yes. If a date needs to be changed after submission, the WAWF document can be recalled by the Acceptor for correction. Depending on the specific workflow and status of a document, it may first need to be made available for recall by a subsequent role (i.e. LPO or Pay Official).

Q. If the Acceptor is able to back date the received and acceptance dates, how does that affect the prompt pay?

A. The dates as input are used for Prompt Pay calculations. Please refer to the Prompt Pay guidelines.

Q. Can an LPO change the acceptance date?

A. No.