

DUE DATES FOR INVOICES RECEIVED IN THE MONTH OF December 2017

Determining the correct due date of invoices is one of the most important procedures for you to uphold. Proper due dating means that you compare the date you received the goods or service AND the date you received the invoice. You then choose the later of these two and due date your invoice 30 days from the latest action.

For example, using the chart below: If you receive your service or goods on 12/09/2017 and your invoice on 12/14/2017, then you will select the due date of 01/12/2018

Date invoice was rec'd OR Date Goods/Services were rec'd, whichever is LATER	Due date for use in FAAINVE	Weekend or Holiday
1-Dec	15-Dec	Holiday
2-Dec	15-Dec	Holiday
3-Dec	15-Dec	Holiday
4-Dec	3-Jan	
5-Dec	4-Jan	
6-Dec	5-Jan	
7-Dec	5-Jan	Weekend
8-Dec	5-Jan	Weekend
9-Dec	8-Jan	
10-Dec	9-Jan	
11-Dec	10-Jan	
12-Dec	11-Jan	
13-Dec	12-Jan	
14-Dec	12-Jan	Weekend
15-Dec	12-Jan	Weekend
16-Dec	12-Jan	Holiday-MLK Day
17-Dec	16-Jan	
18-Dec	17-Jan	
19-Dec	18-Jan	
20-Dec	19-Jan	
21-Dec	19-Jan	Weekend
22-Dec	19-Jan	Weekend
23-Dec	22-Jan	
24-Dec	23-Jan	
25-Dec	24-Jan	
26-Dec	25-Jan	
27-Dec	26-Jan	
28-Dec	26-Jan	Weekend
29-Dec	26-Jan	Weekend
30-Dec	29-Jan	
31-Dec	30-Jan	
1-Jan	31-Jan	