

DUE DATES FOR INVOICES RECEIVED IN THE MONTH OF January 2018

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 01/08/2018 and your invoice on 01/14/2018, then you will select the due date of 02/13/2018

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-Jan	31-Jan	
2-Jan	1-Feb	
3-Jan	2-Feb	
4-Jan	2-Feb	Weekend
5-Jan	2-Feb	Weekend
6-Jan	5-Feb	
7-Jan	6-Feb	
8-Jan	7-Feb	
9-Jan	8-Feb	
10-Jan	9-Feb	
11-Jan	9-Feb	Weekend
12-Jan	9-Feb	Weekend
13-Jan	12-Feb	
14-Jan	13-Feb	
15-Jan	14-Feb	
16-Jan	15-Feb	
17-Jan	16-Feb	
18-Jan	16-Feb	Weekend
19-Jan	16-Feb	Weekend
20-Jan	19-Feb	
21-Jan	20-Feb	
22-Jan	21-Feb	
23-Jan	22-Feb	
24-Jan	23-Feb	
25-Jan	23-Feb	Weekend
26-Jan	23-Feb	Weekend
27-Jan	26-Feb	
28-Jan	27-Feb	
29-Jan	28-Feb	
30-Jan	1-Mar	
31-Jan	1-Mar	