

DUE DATES FOR INVOICES RECEIVED IN THE MONTH of May 2020

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 05/19/2020 (receive date in Banner) and your invoice on 05/14/2020 (stamp or write the date invoice was received), then you will select the due date of 06/18/2020. Invoice needs to be to AP by 06/11/2020. meet due datae.

To ensure Accounts Payable can meets the due date of the VA Prompt Pay Act, invoices must be in the hands of the AP staff five business days prior to the due date.

Date invoice was rec'd OR Date Goods/Services were rec'd, whichever is LATER

Due date for use in FAAINVE

Weekend or Holiday

Invoice needs to be to A/P by:

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