

**DUE DATES FOR INVOICES RECEIVED IN THE MONTH of August 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 07/19/2020 (receive date in Banner) and your invoice on 07/14/2020 (stamp or write the date invoice was received), then you will select the due date of 08/18/2020. Invoice needs to be to AP by 08/11/2020. meet due date.

To ensure Accounts Payable can meet 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.

<b>Date invoice was rec'd OR Date Goods/Services were rec'd, whichever is LATER</b>	<b>Due date for use in FAAINVE</b>	<b>Weekend or Holiday</b>	<b>Invoice needs to be to A/P by:</b>
1-Jul	31-Jul		24-Jul
2-Jul	31-Jul	Weekend	24-Jul
3-Jul	31-Jul	Weekend	24-Jul
4-Jul	3-Aug		27-Jul
5-Jul	4-Aug		28-Jul
6-Jul	5-Aug		29-Jul
7-Jul	6-Aug		30-Jul
8-Jul	7-Aug		31-Jul
9-Jul	7-Aug	Weekend	31-Jul
10-Jul	7-Aug	Weekend	31-Jul
11-Jul	10-Aug		3-Aug
12-Jul	11-Aug		4-Aug
13-Jul	12-Aug		5-Aug
14-Jul	13-Aug		6-Aug
15-Jul	14-Aug		7-Aug
16-Jul	14-Aug	Weekend	7-Aug
17-Jul	14-Aug	Weekend	7-Aug
18-Jul	17-Aug		10-Aug
19-Jul	18-Aug		11-Aug
20-Jul	19-Aug		12-Aug
21-Jul	20-Aug		13-Aug
22-Jul	21-Aug		14-Aug
23-Jul	21-Aug	Weekend	14-Aug
24-Jul	21-Aug	Weekend	14-Aug
25-Jul	24-Aug		17-Aug
26-Jul	25-Aug		18-Aug
27-Jul	26-Aug		19-Aug
28-Jul	27-Aug		20-Aug
29-Jul	28-Aug		21-Aug
30-Jul	28-Aug	Weekend	21-Aug
31-Jul	28-Aug	Weekend	21-Aug
1-Aug	31-Aug		24-Aug