

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 08/19/2020 (receive date in Banner) and your invoice on 08/14/2020 (stamp or write the date invoice was received), then you will select the due date of 09/18/2020. Invoice needs to be to AP by 09/11/2020. 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-Aug	31-Aug		24-Aug
2-Aug	1-Sep		25-Aug
3-Aug	2-Sep		26-Aug
4-Aug	3-Sep		27-Aug
5-Aug	4-Sep		28-Aug
6-Aug	4-Sep	Weekend	28-Aug
7-Aug	4-Sep	Weekend	28-Aug
8-Aug	7-Sep		31-Aug
9-Aug	8-Sep		1-Sep
10-Aug	9-Sep		2-Sep
11-Aug	10-Sep		3-Sep
12-Aug	11-Sep		4-Sep
13-Aug	11-Sep	Weekend	4-Sep
14-Aug	11-Sep	Weekend	4-Sep
15-Aug	14-Sep		7-Sep
16-Aug	15-Sep		8-Sep
17-Aug	16-Sep		9-Sep
18-Aug	17-Sep		10-Sep
19-Aug	18-Sep		11-Sep
20-Aug	18-Sep	Weekend	11-Sep
21-Aug	18-Sep	Weekend	11-Sep
22-Aug	21-Sep		14-Sep
23-Aug	22-Sep		15-Sep
24-Aug	23-Sep		16-Sep
25-Aug	24-Sep		17-Sep
26-Aug	25-Sep		18-Sep
27-Aug	25-Sep	Weekend	18-Sep
28-Aug	25-Sep	Weekend	18-Sep
29-Aug	28-Sep		21-Sep
30-Aug	29-Sep		22-Sep
31-Aug	30-Sep		23-Sep
			24-Sep