

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