

DUE DATES FOR INVOICES RECEIVED IN

the Month of November 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 11/3/2020 (receive date in Banner) and your invoice on 11/18/2020 (stamp or write the date invoice was received), then you will select the due date of 12/18/2020. Invoice needs to be to AP by 12/11/2020 for processing time to 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 in FAAINVE.

Date invoice was rec'd OR Date Goods/Services were rec'd, whichever is <u>LATER</u>	USE THIS DUE DATE in FAAINVE (Dates Allow for Weekends & Holidays)	Invoice needs to be to Accounts Payable by (Dates Allow for Weekends & Holidays)
1-Nov	1-Dec	17-Nov
2-Nov	2-Dec	18-Nov
3-Nov	3-Dec	19-Nov
4-Nov	4-Dec	20-Nov
5-Nov	4-Dec	20-Nov
6-Nov	4-Dec	20-Nov
7-Nov	7-Dec	30-Nov
8-Nov	8-Dec	1-Dec
9-Nov	9-Dec	2-Dec
10-Nov	10-Dec	3-Dec
11-Nov	11-Dec	4-Dec
12-Nov	11-Dec	4-Dec
13-Nov	11-Dec	4-Dec
14-Nov	14-Dec	7-Dec
15-Nov	15-Dec	8-Dec
16-Nov	16-Dec	9-Dec
17-Nov	17-Dec	10-Dec
18-Nov	18-Dec	11-Dec
19-Nov	18-Dec	11-Dec
20-Nov	18-Dec	11-Dec
21-Nov	18-Dec	11-Dec
22-Nov	18-Dec	11-Dec
23-Nov	18-Dec	11-Dec
24-Nov	18-Dec	11-Dec
25-Nov	18-Dec	11-Dec
26-Nov	18-Dec	11-Dec
27-Nov	18-Dec	11-Dec
28-Nov	18-Dec	11-Dec
29-Nov	18-Dec	11-Dec
30-Nov	18-Dec	11-Dec