

## DUE DATES FOR ePayables INVOICES RECEIVED in 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 16 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 12/4/2020. Invoice needs to be to AP by 11/20/2020 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	17-Nov	10-Nov
2-Nov	18-Nov	11-Nov
3-Nov	19-Nov	12-Nov
4-Nov	20-Nov	13-Nov
5-Nov	20-Nov	13-Nov
6-Nov	20-Nov	13-Nov
7-Nov	20-Nov	13-Nov
8-Nov	20-Nov	13-Nov
9-Nov	20-Nov	13-Nov
10-Nov	20-Nov	13-Nov
11-Nov	20-Nov	13-Nov
12-Nov	20-Nov	13-Nov
13-Nov	20-Nov	13-Nov
14-Nov	30-Nov	16-Nov
15-Nov	1-Dec	17-Nov
16-Nov	2-Dec	18-Nov
17-Nov	3-Dec	19-Nov
18-Nov	4-Dec	20-Nov
19-Nov	4-Dec	20-Nov
20-Nov	4-Dec	20-Nov
21-Nov	7-Dec	30-Nov
22-Nov	8-Dec	1-Dec
23-Nov	9-Dec	2-Dec
24-Nov	10-Dec	3-Dec
25-Nov	11-Dec	4-Dec
26-Nov	11-Dec	4-Dec
27-Nov	11-Dec	4-Dec
28-Nov	14-Dec	7-Dec
29-Nov	15-Dec	8-Dec
30-Nov	16-Dec	9-Dec