

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