

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