

## DUE DATES FOR ePayables INVOICES RECEIVED in December 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 12/3/2020 (receive date in Banner) and your invoice on 12/13/2020 (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 12/15/2020 for processing time to meet due date.

**Due to HOLIDAYS 12/19/20-1/3/21, invoices need to be scanned to AP in order to meet deadlines. Send originals in campus mail.**

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-Dec	17-Dec	10-Dec
2-Dec	18-Dec	11-Dec
3-Dec	18-Dec	11-Dec
4-Dec	18-Dec	11-Dec
5-Dec	18-Dec	11-Dec
6-Dec	18-Dec	11-Dec
7-Dec	18-Dec	11-Dec
8-Dec	18-Dec	11-Dec
9-Dec	18-Dec	11-Dec
10-Dec	18-Dec	11-Dec
11-Dec	18-Dec	11-Dec
12-Dec	18-Dec	14-Dec
13-Dec	18-Dec	15-Dec
14-Dec	18-Dec	scan to AP & orig in campus mail
15-Dec	18-Dec	scan to AP & orig in campus mail
16-Dec	18-Dec	scan to AP & orig in campus mail
17-Dec	18-Dec	scan to AP & orig in campus mail
18-Dec	18-Dec	scan to AP & orig in campus mail
19-Dec	4-Jan	scan to AP & orig in campus mail
20-Dec	5-Jan	4-Jan
21-Dec	6-Jan	4-Jan
22-Dec	7-Jan	4-Jan
23-Dec	8-Jan	4-Jan
24-Dec	8-Jan	4-Jan
25-Dec	8-Jan	4-Jan
26-Dec	11-Jan	4-Jan
27-Dec	12-Jan	5-Jan
28-Dec	13-Jan	6-Jan
29-Dec	14-Jan	7-Jan
30-Dec	15-Jan	8-Jan
31-Dec	15-Jan	8-Jan