

DUE DATES FOR ePayables INVOICES RECEIVED in March 2021

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 3/3/2021 (receive date in Banner) and your invoice on 3/17/21 (stamp or write the date invoice was received), then you will select the due date of 4/2/2021. Invoice needs to be to AP by 3/26/21 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-Mar	17-Mar	9-Mar
2-Mar	18-Mar	11-Mar
3-Mar	19-Mar	12-Mar
4-Mar	19-Mar	12-Mar
5-Mar	19-Mar	12-Mar
6-Mar	22-Mar	15-Mar
7-Mar	23-Mar	16-Mar
8-Mar	24-Mar	17-Mar
9-Mar	25-Mar	18-Mar
10-Mar	26-Mar	19-Mar
11-Mar	26-Mar	19-Mar
12-Mar	26-Mar	19-Mar
13-Mar	29-Mar	22-Mar
14-Mar	30-Mar	23-Mar
15-Mar	31-Mar	24-Mar
16-Mar	1-Apr	25-Mar
17-Mar	2-Apr	26-Mar
18-Mar	2-Apr	26-Mar
19-Mar	2-Apr	26-Mar
20-Mar	5-Apr	29-Mar
21-Mar	6-Apr	30-Mar
22-Mar	7-Apr	31-Mar
23-Mar	8-Apr	1-Apr
24-Mar	9-Apr	2-Apr
25-Mar	9-Apr	2-Apr
26-Mar	9-Apr	2-Apr
27-Mar	12-Apr	5-Apr
28-Mar	13-Apr	6-Apr
29-Mar	14-Apr	7-Apr
30-Mar	15-Apr	8-Apr
31-Mar	16-Apr	9-Apr