

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