DUE DATES FOR ePayables INVOICES RECEIVED

in February 2022

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