

**DUE DATES FOR INVOICES RECEIVED IN
the Month of December 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 30 days from the latest action.

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