

DUE DATES FOR ePayables INVOICES RECEIVED in January 2023

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