

DUE DATES FOR INVOICES RECEIVED IN the Month of 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 30 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 2/17. Invoice needs to be to AP by 2/10 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	31-Jan	24-Jan
2-Jan	1-Feb	25-Jan
3-Jan	2-Feb	26-Jan
4-Jan	3-Feb	27-Jan
5-Jan	3-Feb	27-Jan
6-Jan	3-Feb	27-Jan
7-Jan	6-Feb	30-Jan
8-Jan	7-Feb	31-Jan
9-Jan	8-Feb	1-Feb
10-Jan	9-Feb	2-Feb
11-Jan	10-Feb	3-Feb
12-Jan	10-Feb	3-Feb
13-Jan	10-Feb	3-Feb
14-Jan	13-Feb	6-Feb
15-Jan	14-Feb	7-Feb
16-Jan	15-Feb	8-Feb
17-Jan	16-Feb	9-Feb
18-Jan	17-Feb	10-Feb
19-Jan	17-Feb	10-Feb
20-Jan	17-Feb	10-Feb
21-Jan	20-Feb	13-Feb
22-Jan	21-Feb	14-Feb
23-Jan	22-Feb	15-Feb
24-Jan	23-Feb	16-Feb
25-Jan	24-Feb	17-Feb
26-Jan	24-Feb	17-Feb
27-Jan	24-Feb	17-Feb
28-Jan	27-Feb	20-Feb
29-Jan	28-Feb	21-Feb
30-Jan	1-Mar	22-Feb
31-Jan	2-Mar	23-Feb