

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