

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