

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