

DUE DATES FOR INVOICES RECEIVED IN the Month of 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 30 days from the latest action.

For example, using the chart below: If you receive your service or goods on 7/3 (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 8/10. Invoice needs to be to AP by 8/3 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 LATER	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	31-Jul	24-Jul
2-Jul	1-Aug	25-Jul
3-Jul	2-Aug	26-Jul
4-Jul	3-Aug	27-Jul
5-Jul	4-Aug	28-Jul
6-Jul	4-Aug	28-Jul
7-Jul	4-Aug	28-Jul
8-Jul	7-Aug	31-Jul
9-Jul	8-Aug	1-Aug
10-Jul	9-Aug	2-Aug
11-Jul	10-Aug	3-Aug
12-Jul	11-Aug	4-Aug
13-Jul	11-Aug	4-Aug
14-Jul	11-Aug	4-Aug
15-Jul	14-Aug	7-Aug
16-Jul	15-Aug	8-Aug
17-Jul	16-Aug	9-Aug
18-Jul	17-Aug	10-Aug
19-Jul	18-Aug	11-Aug
20-Jul	18-Aug	11-Aug
21-Jul	18-Aug	11-Aug
22-Jul	21-Aug	14-Aug
23-Jul	22-Aug	15-Aug
24-Jul	23-Aug	16-Aug
25-Jul	24-Aug	17-Aug
26-Jul	25-Aug	18-Aug
27-Jul	25-Aug	18-Aug
28-Jul	25-Aug	18-Aug
29-Jul	28-Aug	21-Aug
30-Jul	29-Aug	22-Aug
31-Jul	30-Aug	23-Aug