

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