

DUE DATES FOR INVOICES RECEIVED IN

the Month of 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 30 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 7/12. Invoice needs to be to AP by 7/5 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	26-Jun	16-Jun
2-Jun	26-Jun	16-Jun
3-Jun	3-Jul	24-Jun
4-Jun	3-Jul	24-Jun
5-Jun	5-Jul	28-Jun
6-Jun	6-Jul	29-Jun
7-Jun	7-Jul	30-Jun
8-Jun	7-Jul	30-Jun
9-Jun	7-Jul	30-Jun
10-Jun	10-Jul	3-Jul
11-Jun	11-Jul	3-Jul
12-Jun	12-Jul	5-Jul
13-Jun	13-Jul	6-Jul
14-Jun	14-Jul	7-Jul
15-Jun	14-Jul	7-Jul
16-Jun	14-Jul	7-Jul
17-Jun	17-Jul	10-Jul
18-Jun	18-Jul	11-Jul
19-Jun	19-Jul	12-Jul
20-Jun	20-Jul	13-Jul
21-Jun	21-Jul	14-Jul
22-Jun	21-Jul	14-Jul
23-Jun	21-Jul	14-Jul
24-Jun	24-Jul	17-Jul
25-Jun	25-Jul	18-Jul
26-Jun	26-Jul	19-Jul
27-Jun	27-Jul	20-Jul
28-Jun	28-Jul	21-Jul
29-Jun	28-Jul	21-Jul
30-Jun	28-Jul	21-Jul