

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