

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