

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