**Direct pay Invoices for payment beginning July 1st, 2023 of the new year**

**may be entered June 15th.**

 To avoid an early payment and an expense against your current FY budget, do the following:

1. On FAAINVE, change the transaction date to 7/01/2023.



1. To determine the payment due date, use the Prompt Pay Due Date Calendar Guide found here: <https://adminfinance.umw.edu/ap/direct-paycheck-requests/prompt-pay-due-dates/>

Questions on Prompt Pay can be directed to payables@umw.edu

**!Note:** **The last check run for this FY is 6/23.** Invoices due between 6/24 and 6/30 are included in the last check run. Ensure all receipts are in the hands of Accounts Payable as early possible and at least a week before the 23rd.