

Accounts Payable Processes and Deadlines

(the deadline dates are not the same each month, please watch for the “End of Period Deadline” email from AP for monthly deadlines)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Invoices for Wednesday payment are due by 5:00pm ACH Process	2 ACH Process	3 ACH Process Check Process	4 ACH Process	5 Close the books for the previous month ACH Process	6
7	8 Invoices for Wednesday payment are due by 5:00pm ACH Process	9 All invoices from the previous month are due. STOP BACKDATING ACH Process	10 ACH Process Check Process	11 Have all invoices approved, including the Office-Max bill ACH Process	12 ACH Process	13
14	15 Invoices for Wednesday payment are due by 5:00pm ACH Process	16 ACH Process	17 ACH Process Check Process	18 ACH Process	19 ACH Process	20
21	22 Invoices for Wednesday payment are due by 5:00pm ACH Process	23 You will receive an email from AP for the “End of Period Deadlines”	24 ACH Process Check Process	25 ACH Process	26 ACH Process	27
28	29 Invoices for Wednesday payment are due by 5:00pm ACH Process	30 ACH Process	31 ACH Process Check Process			