

# 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 <div style="border: 1px solid black; border-radius: 10px; padding: 5px; margin-bottom: 5px;">Invoices for Wednesday payment are due by 5:00pm</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">ACH Process</div>	2 <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">ACH Process</div>	3 <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">ACH Process</div> <div style="border: 1px solid black; padding: 2px;">Check Process</div>	4 <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">ACH Process</div>	5 <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Close the books for the previous month</div> <div style="border: 1px solid black; padding: 2px;">ACH Process</div>	6
7	8 <div style="border: 1px solid black; border-radius: 10px; padding: 5px; margin-bottom: 5px;">Invoices for Wednesday payment are due by 5:00pm</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">ACH Process</div>	9 <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">All invoices from the previous month are due. <b><u>STOP BACKDATING</u></b></div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">ACH Process</div>	10 <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">ACH Process</div> <div style="border: 1px solid black; padding: 2px;">Check Process</div>	11 <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Have all invoices approved, including the Office-Max bill</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">ACH Process</div>	12 <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">ACH Process</div>	13
14	15 <div style="border: 1px solid black; border-radius: 10px; padding: 5px; margin-bottom: 5px;">Invoices for Wednesday payment are due by 5:00pm</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">ACH Process</div>	16 <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">ACH Process</div>	17 <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">ACH Process</div> <div style="border: 1px solid black; padding: 2px;">Check Process</div>	18 <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">ACH Process</div>	19 <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">ACH Process</div>	20
21	22 <div style="border: 1px solid black; border-radius: 10px; padding: 5px; margin-bottom: 5px;">Invoices for Wednesday payment are due by 5:00pm</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">ACH Process</div>	23 <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">ACH Process</div>	24 <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">ACH Process</div> <div style="border: 1px solid black; padding: 2px;">Check Process</div>	25 <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">ACH Process</div>	26 <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">ACH Process</div>	27
28	29 <div style="border: 1px solid black; border-radius: 10px; padding: 5px; margin-bottom: 5px;">Invoices for Wednesday payment are due by 5:00pm</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">ACH Process</div>	30 <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">ACH Process</div>	31 <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">ACH Process</div> <div style="border: 1px solid black; padding: 2px;">Check Process</div>			

← You will receive an email from AP for the “End of Period Deadlines” →