



MEMORANDUM

To: Business and Financial Officers
From: Russell Smith, Supervisor Accounting Services
Date: November 22, 2017
Re: Planned Payment Schedule before the 2017 Holiday Break

Please note the following dates to ensure any payments you require are entered in FIS and the necessary supporting documentation is provided to Financial Services by the following deadlines.

Cheque and Draft Payments

The final cheque run for 2017 is being moved from Wednesday December 13th, to Friday December 15th, 2017. All Cheques and Drafts will be generated on Friday December 15th, 2017 for:

- Foreign Draft payments
- A/P Vendor payment Cheques
- Expense Reimbursement Cheques
- Accountable Advance Cheques
- Petty Cash/Imprest Reimbursements

Invoices that come due over the holiday period, which have been posted in FIS, will be included in this cheque run. All payments over \$50,000 will require supporting documentation to be forwarded to the Accounts Payable department by the end of day Friday December 15th, 2017 to ensure cheques are mailed before the University closes for the holiday break – Wednesday December 20th, 2017.

Expense Reimbursement Direct Deposit (ERDD)

The final ERDD payment for 2017 will be generated on Tuesday December 19th, 2017. **ERDD claims must be posted in FIS by the end of day Monday December 18th, 2017 to be selected for the final 2017 ERDD processing run. “Parked” ERDD documentation must be provided to Financial Services by NOON on Monday December 18th, 2017 for review and posting.** If this deadline is not met any “Parked” ERDD documents will need to be reprocessed in January 2018.

Wire Payments – Regular (see below on deadlines for Honorarium’s by Wire)

The Accounts Payable department must receive completed wire payment forms by **Noon on Thursday December 14th, 2017** in order to be processed before the University closes on Wednesday December 20th, 2017.

Wire Payments – Honorarium (T4A-NR Payments)

Where your T4A-NR Payment is to be **paid by wire in 2017 using “F” type payment**, the **deadline** for providing the wire payment form to Accounts Payable will be **Tuesday December 5th, 2017**. You must have posted in FIS to vendor 990268 prior to this date. These wire payments will then be processed by Friday December 8th, 2017, to meet Payroll’s 2017 calendar year cutoff for Honorarium payments in vendor 990268.

If you have any questions please contact me at 416-978-2511 or russell.smith@utoronto.ca.