



MEMORANDUM

To: All Business and Financial Officers
From: Russell Smith, Supervisor Accounting Services
Date: April 4 2017
Re: Payment Schedule for Fiscal Year Ending April 2017

To accommodate the AMS system constraints during the Year End process, please note the payment dates and processing requirements between **April 19th and May 3rd, 2017**:

Cheque Payments (includes vendors and accountable advances):

- The final **Cheque Production** for Fiscal 2017 will be completed on **Monday April 24th, 2017**.
- **Accountable Advance requests** to be included in the final cheque production must be received by **Wednesday April 19th, 2017**.
- The first Cheque Production for Fiscal 2018 will be on **Wednesday May 3rd, 2017**.

Draft Payments:

- The final **Draft Production** for Fiscal 2017 will be completed on **Monday April 24th, 2017**.
- The first Draft Production for Fiscal 2018 will be on **Wednesday May 3rd, 2017**.

Expense Reimbursement Direct Deposits - ERDD:

- **Tuesday April 25th, 2017** will be the final **ERDD** scheduled for Fiscal 2017.
- Ensure your ERDD's are posted in AMS by end of day Monday April 24th, 2017 to be selected for payment.
- The next ERDD will be processed on **Tuesday May 2nd, 2017**.

Wire Payments:

- **Wire Payments** that pertain to Fiscal 2017 must be received by Financial Services no later than **Friday April 21st, 2017**. If this deadline cannot be met, please ensure an accrual is made.
- All wire payments received between Monday April 24th, 2017 and Friday April 28th, 2017 will be processed starting Monday May 1st, 2017 for Fiscal 2018.

If you have any questions, please contact Russell Smith, russell.smith@utoronto.ca or 416-978-2511.