



MEMORANDUM

To: All Business and Financial Officers
From: Russell Smith, Supervisor Accounting Services
Date: March 26th, 2015
Re: Payment Schedule for Fiscal Year Ending April 2015

To accommodate the AMS system constraints during the Year End process, please note the payment dates and processing requirements between **April 20th and May 1st, 2015**:

Vendor Payment Run (includes vendors and accountable advances):

- The final **Vendor Payment** run will be completed on **Wednesday April 22nd, 2015** for Fiscal 2015.
- The next run will be in the new fiscal period on **Friday May 1st, 2015** and will then resume the **normal Wednesday** Vendor Payment runs.

Draft Payments:

- The final **Draft Payment** run will be completed on **Wednesday April 22nd, 2015** for Fiscal 2015.
- The next run will be in the new fiscal period on **Friday May 1st, 2015** and will then resume **normal Wednesday** Vendor Payment runs.

Expense Reimbursement Direct Deposits - ERDD:

- The **regular** Friday **ERDD** scheduled for April 24th, 2015 will be the last for Fiscal 2015.
- There will be no ERDD processed until the new fiscal year on **Friday May 1st, 2015**.

Wire Payments:

- **Wire Payments** that pertain to Fiscal 2015 must be received by Financial Services no later than **Monday April 20th, 2015**. If this deadline cannot be met, please ensure an accrual is made.
- All wire payments received between Tuesday April 21st and Thursday April 30th, 2015 will be processed on Friday May 1st, 2015, in the new fiscal year.

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