



MEMORANDUM

To: All Business and Financial Officers
From: Russell Smith, Supervisor Accounting Services
Date: April 5, 2016
Re: Payment Schedule for Fiscal Year Ending April 2016

To accommodate the AMS system constraints during the Year End process, please note the payment dates and processing requirements between **April 18th and May 4th, 2016**:

Vendor Payment Run (includes vendors and accountable advances):

- The final **Vendor Payment** run for Fiscal 2016 will be completed on **Monday April 25th, 2016**.
- **Accountable Advance requests** to be included in the final Vendor Payment run must be received by **Wednesday April 20th, 2016**.
- The first run for Fiscal 2017 will be on **Wednesday May 4th, 2016**.

Draft Payments:

- The final **Draft Payment** run for Fiscal 2016 will be completed on **Monday April 25th, 2016**.
- The first run for Fiscal 2017 will be on **Wednesday May 4th, 2016**.

Expense Reimbursement Direct Deposits - ERDD:

- **Tuesday April 26th, 2016** will be the final **ERDD** scheduled for Fiscal 2016.
- The next ERDD will be processed on **Tuesday May 3rd, 2016**.

Wire Payments:

- **Wire Payments** that pertain to Fiscal 2016 must be received by Financial Services no later than **Friday April 22nd, 2016**. If this deadline cannot be met, please ensure an accrual is made.
- All wire payments received between Monday April 25th, 2016 and Friday April 29th, 2016 will be processed starting Monday May 2nd, 2016 for Fiscal 2017.

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