



MEMORANDUM

To: Business and Financial Officers
From: Linda Wong, Supervisor, Accounts Payable
Date: November 21, 2019
Re: Planned Payment Schedule before the 2019 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 – Regular (see below on deadline for Honorariums)

The final cheque/draft run for 2019 will be **Tuesday December 17, 2019** and include for payment:

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

Payments that become due over the holiday period and have been posted in FIS will be included in the December 17th, 2019 cheque/draft payment run. Payments over \$50,000 will require supporting documentation to be forwarded to the Accounts Payable department by the end of day **Tuesday December 17th, 2019** to ensure payments are mailed before the University closes for the holiday break – Friday December 20th, 2019. To assist in ensuring the documentation is available when required, please attach the supporting documentation to the posted FIS document using the process [Attaching Electronic Images to SAP Documents](#).

Expense Reimbursement Direct Deposit (ERDD)

The final ERDD for 2019 will be processed on Friday December 20th, 2019. **ERDD claims must be posted in FIS by the end of day Thursday December 19th, 2019 to be selected for the final 2019 ERDD payment run.** “Parked” ERDD documentation must be provided to Financial Services by **end of day** on Wednesday, December 18th, 2019 for review and posting. If the “Parked” ERDD deadline is not met, the document will need to be reprocessed in January 2020.

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

The Accounts Payable department must receive completed wire payment forms by **Noon Monday December 16th, 2019** in order to be processed before the University closes for the holiday break.

Honorarium (T4A-NR Payments) by Wire Transfer, Cheque and Draft

Where a T4A-NR payment is required to be **paid by wire in 2019 using the “F” type payment**, the **deadline** for providing the wire to Accounts Payable will be **end of day Tuesday December 3rd, 2019**. You must have posted in FIS to vendor 990268 prior to this date. These payments will then be processed by Friday December 6th, 2019, to meet Payroll’s 2019 calendar year cutoff for honorarium payments.

The **final cheque and draft payment run** for honorariums **will be Wednesday, Dec 4th**. You must have posted in FIS to vendor 990268 prior to this date.

If you have any questions please contact me at 416-946-5526 or lindaf.wong@utoronto.ca.