



MEMORANDUM

To: All Business and Financial Officers
From: Russell Smith, Supervisor Accounting Services
Date: March 5, 2019
Re: Payment Schedule for Fiscal Year Ending April 2019

To accommodate the AMS system constraints during the Year End process, please note the payment dates and processing requirements between **April 18 and May 1, 2019**:

Cheque Payments (includes vendors and accountable advances):

- The final **Cheque Production** for Fiscal 2019 will be completed on **Wednesday April 24, 2019**.
- **Accountable Advance requests** to be included in the final cheque production must be received by **Thursday April 18, 2019**.
- The first Cheque Production for Fiscal 2020 will be on **Wednesday May 1, 2019**.

Draft Payments:

- The final **Draft Production** for Fiscal 2019 will be completed on **Wednesday April 24, 2019**.
- The first Draft Production for Fiscal 2020 will be on **Wednesday May 1, 2019**.

Expense Reimbursement Direct Deposit - ERDD:

- **Friday April 26, 2019** will be the final **ERDD** scheduled for Fiscal 2019.
- Ensure your ERDD's are posted in AMS by end of day **Thursday April 25, 2019** to be selected for payment.
- The next ERDD will be processed on **Friday May 3, 2019**.

Wire Payments:

- Financial Services must receive Wire Payments that pertain to Fiscal 2019 no later than **Tuesday April 23, 2019**. If this deadline cannot be met, please ensure an accrual is made.
- All wire payments received between **Tuesday April 23, 2019** and **Tuesday April 30, 2019** will be processed starting **Wednesday May 1, 2019** for Fiscal 2020.

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