



MEMORANDUM

To: All Business and Financial Officers
From: Linda Wong, Supervisor Accounts Payable
Date: March 12, 2020
Re: Payment Schedule for Fiscal Year Ending April 2020

To accommodate the AMS system constraints during the Year End process, please note the payment dates and processing requirements between **April 20 and May 1, 2020**:

Cheque Payments (includes vendors and accountable advances):

- The final **Cheque Production** for Fiscal 2020 will be completed on **Monday April 27, 2020**.
- **Accountable Advance requests** to be included in the final cheque production must be received by **Monday April 20, 2020**.
- The first Cheque Production for Fiscal 2021 will be on **Wednesday May 6, 2020**.

Draft Payments:

- The final **Draft Production** for Fiscal 2020 will be completed on **Monday April 27, 2020**.
- The first Draft Production for Fiscal 2021 will be on **Wednesday May 6, 2020**.

Expense Reimbursement Direct Deposit - ERDD:

- **Tuesday April 28, 2020** will be the final **ERDD** scheduled for Fiscal 2020.
- Ensure your ERDD's are posted in AMS by end of day **Monday April 27, 2020** to be selected for payment.
- The next ERDD will be processed on **Friday May 1, 2020**.

Wire Payments:

- Financial Services must receive Wire Payments that pertain to Fiscal 2020 no later than **Thursday April 23, 2020**. If this deadline cannot be met, please ensure an accrual is made.
- All wire payments received between **Thursday April 23, 2020** and **Thursday April 30, 2020** will be processed starting **Friday May 1, 2020** for Fiscal 2021.

If you have any questions, please contact Linda Wong, lindaf.wong@utoronto.ca or 416-946-5526.