MEMORANDUM

To: All Business and Financial Officers

From: Linda Wong, Supervisor, Accounts Payable

Date: March 11, 2022

Re: Payment Schedule for Fiscal Year Ending April 2022

To accommodate the AMS system constraints during the Year End process, please note the payment dates and processing requirements between April 20 and May 4, 2022:

Cheque Payments (includes vendors and accountable advances):
- The final Cheque Production for Fiscal 2022 will be completed on Wednesday April 27, 2022.
- Accountable Advance requests to be included in the final cheque production must be received by Wednesday April 20, 2022.
- The first Cheque Production for Fiscal 2023 will be on Wednesday May 4, 2022.

Draft Payments:
- The final Draft Production for Fiscal 2022 will be completed on Wednesday April 27, 2022.
- The first Draft Production for Fiscal 2023 will be on Wednesday May 4, 2022.

Expense Reimbursement Direct Deposit - ERDD:
- Tuesday April 26, 2022 will be the final ERDD scheduled for Fiscal 2022.
- Ensure your ERDD’s are posted in AMS by end of day Monday April 25, 2022 to be selected for payment.
- The next ERDD will be processed on Tuesday May 3, 2022.

Wire Payments:
- Financial Services must receive Wire Payments that pertain to Fiscal 2022 no later than Friday April 22, 2022. If this deadline cannot be met, please ensure an accrual is made.
- All wire payments received between Monday April 25, 2022 and Friday April 29, 2022 will be processed starting Monday May 2, 2022 for Fiscal 2023.

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