



MEMORANDUM

To: All Business and Financial Officers
From: Linda Wong, Supervisor, Accounts Payable
Date: March 10, 2023
Re: Payment Schedule for Fiscal Year Ending April 2023

To accommodate the AMS system constraints during the Year End process, please note the payment dates and processing requirements between **April 19 and May 3, 2023**:

Cheque Payments (includes vendors and accountable advances):

- The final **Cheque Production for Fiscal 2023** will be completed on **Wednesday April 26, 2023**.
- **Accountable Advance requests** to be included in the final cheque production must be received by **Wednesday April 19, 2023**.
- The first Cheque Production for **Fiscal 2024** will be on **Wednesday May 3, 2023**.

EFT Payments

- The final **EFT payment run for Fiscal 2023** will be completed on **Tuesday, April 25, 2023**.

Draft Payments:

- The final **Draft Production for Fiscal 2023** will be completed on **Wednesday April 26, 2023**.
- The first Draft Production for **Fiscal 2024** will be on **Wednesday May 3, 2023**.

Expense Reimbursement Direct Deposit - ERDD:

- **Tuesday April 25, 2023** will be the final **ERDD** scheduled for **Fiscal 2023**.
- Ensure your ERDD's are posted in AMS by end of day **Monday April 24, 2023** to be selected for payment.
- The next ERDD will be processed on **Tuesday May 2, 2023**.

Wire Payments:

- Financial Services must receive Wire Payments that pertain to **Fiscal 2023** no later than **Friday April 21, 2023**. If this deadline cannot be met, please ensure an accrual is made.
- All wire payments received between **Monday April 24, 2023** and **Friday April 28, 2023** will be processed starting **Monday, May 1, 2023** for **Fiscal 2024**.

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