



To: All Business and Financial Officers
From: Linda Wong, Supervisor, Accounts Payable
Date: March 8, 2024
Re: Payment Schedule for Fiscal Year Ending April 30, 2024

To accommodate the AMS system constraints during the Year End process, please note the payment dates and processing requirements between **April 17 and May 3, 2024**:

Cheque Payments (includes vendors and accountable advances):

- The final **cheque production** for **Fiscal 2024** will be completed on **Wednesday April 24, 2024**.
- **Accountable Advance requests** to be included in the final cheque production must be received by **Wednesday April 17, 2024**.
- The first cheque production for **Fiscal 2025** will be on **Wednesday May 1, 2024**.

EFT Payments

- The final **EFT payment run** for **Fiscal 2024** will be completed on **Tuesday, April 23, 2024**.
- The first **EFT payment run** for **Fiscal 2025** will be completed on **Thursday, May 2, 2024**.

Draft Payments:

- The final **draft production** for **Fiscal 2024** will be completed on **Wednesday April 24, 2024**.
- The first draft production for **Fiscal 2025** will be on **Wednesday May 1, 2024**.

Expense Reimbursement Direct Deposit - ERDD:

- The final **ERDD** for **Fiscal 2024** will be on **Friday, April 26, 2024** will be
- Ensure your ERDDs are posted in AMS by end of day **Thursday, April 25, 2024** to be selected for payment.
- The next ERDD will be processed on **Friday, May 3, 2024**.

Wire Payments:

- Financial Services must receive Wire Payments that pertain to **Fiscal 2024** before end of day **Wednesday April 17, 2024**.
- If this deadline cannot be met, please ensure an accrual is made.
- All wire payments received between **Thursday, April 18, 2024** and **Tuesday, April 30, 2024** will be processed starting **Wednesday, May 1, 2024** for **Fiscal 2025**.

If you have any questions, please contact Linda Wong at lindaf.wong@utoronto.ca or on MS Teams.