



March 9, 2026

Payment Schedule for Fiscal Year Ending April 30, 2026

To accommodate the AMS system constraints during the Year End process, please note the payment dates and processing requirements between **April 16 and May 6, 2026**:

Cheque Payments

- The final cheque production for **Fiscal 2026** will be completed on **Thursday, April 23, 2026**. Please ensure that invoices are posted and supporting documentation attached in FIS by end of day Tuesday, April 21, 2026.
- The cheque run scheduled on Wednesday, April 22, 2026 will be processed on Thursday, April 23, 2026 as noted above.
- The first cheque production for **Fiscal 2027** will be on **Wednesday, May 6, 2026**.

EFT Payments

- The final EFT payment run for **Fiscal 2026** will be completed on **Monday, April 27, 2026**. Please ensure invoices are posted in FIS before end of day Thursday, April 23 to be eligible for payment.
- The first EFT payment run for **Fiscal 2027** will be completed on **Tuesday, May 5, 2026**.

Draft Payments

- The final draft production for **Fiscal 2026** will be completed on **Thursday, April 23, 2026**.
- The first draft production for **Fiscal 2027** will be on **Wednesday, May 6, 2026**.

Concur Expense Reimbursement

- The final expense reimbursement payment processing for **Fiscal 2026** will be on **Tuesday, April 28, 2026**.
- Ensure your expenses are entered and approved in Concur by end of day **Monday, April 27, 2026** to be selected for payment. The next expense reimbursements will be processed on **Friday, May 1, 2026**.

Cash Advances

- Cash Advances submitted in Concur must be entered and approved by end of day **Friday, April 24, 2026** to be included for payment on Tuesday, April 28, 2026.

Wire Payments

- FSD Accounts Payable must receive Wire Payments that pertain to **Fiscal 2026** before end of day **Wednesday, April 15, 2026**.
- If this deadline cannot be met, please ensure an accrual is made.
- All wire payments received after April 15, 2026 will be processed starting Friday, May 1, 2026 for Fiscal 2027.

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