



To: All Business and Financial Officers
From: Linda Wong, Supervisor, Accounts Payable
Date: March 7, 2025
Re: Payment Schedule for Fiscal Year Ending April 30, 2025

To accommodate the AMS system constraints during the Year End process, please note the payment dates and processing requirements between **April 16 and May 5, 2025**:

Cheque Payments (includes vendors and accountable advances):

- The final cheque production for **Fiscal 2025** will be completed on **Wednesday, April 23, 2025**. Please ensure that invoices are posted and supporting documentation attached in FIS by end of day Monday, April 21, 2025.
- The first cheque production for **Fiscal 2026** will be on **Monday, May 5, 2025**.

EFT Payments

- The final EFT payment run for **Fiscal 2025** will be completed on **Friday, April 25, 2025**. Please ensure invoices are posted in FIS before end of day Wednesday, April 23 to be eligible for payment.
- The EFT run schedule for Tuesday, April 22 will be processed as per normal.
- The first EFT payment run for **Fiscal 2026** will be completed on **Friday, May 2, 2025**.

Draft Payments

- The final draft production for **Fiscal 2025** will be completed on **Wednesday, April 23, 2025**.
- The first draft production for **Fiscal 2026** will be on **Monday, May 5, 2025**.

Expense Reimbursement Direct Deposit (ERDD) and Concur Expense Reimbursement:

- The final expense reimbursement payment processing for **Fiscal 2025** will be on **Friday, April 25, 2025**.
- Ensure your expenses are posted in AMS by end of day **Thursday, April 24, 2025** to be selected for payment. The next expense reimbursements will be processed on **Friday, May 2, 2025**.

Accountable Advances

- Accountable Advance requests must be received by **Wednesday, April 16, 2025** to be included in the final cheque production on Wednesday, April 23, 2025.
- Accountable Advances requested in Concur must be approved and posted in FIS by end of day **Thursday, April 24, 2025** to be included for payment on Friday, April 25, 2025.

Wire Payments

- FSD Accounts Payable must receive Wire Payments that pertain to **Fiscal 2025** before end of day **Wednesday, April 16, 2025**.
- If this deadline cannot be met, please ensure an accrual is made.
- All wire payments received between Thursday, April 17, 2025 and Wednesday, April 30, 2025 will be processed starting Thursday, May 1, 2025 for Fiscal 2026.

Please note: Not all divisions have transitioned to the Concur reimbursement tool. For more information, please visit <https://finance.utoronto.ca/travel-and-expenses-with-concur/>. If you have any questions, please contact Linda Wong at lindaf.wong@utoronto.ca or on MS Teams.