



From the FAST Team

I have posted invoices that are due to be paid during the Christmas Break. When will the cheque be generated?

U of T standard payment terms for vendor invoices are 35 calendar days from the invoice date. If the 35th day falls between cheque runs the cheque will be generated via the scheduled cheque run just prior to the 35th day.

The deadline for processing invoices to be included in the final 2016 cheque run must be **processed in FIS by Tuesday, December 13th, 2016**. All invoices that qualify based on payment terms will be included in the **final cheque and draft payment run on Wednesday, December 14th, 2016**.

All invoices posted after the December 14th cheque run will be considered for inclusion on the **next scheduled cheque run on Wednesday, January 4th, 2017**.

Learn More:

- **MEMO:** Holiday Cheque Production Schedule (Issued November 25, 2016)
<http://finance.utoronto.ca/wp-content/uploads/2016/11/Dec-2016-Holiday-Cheque-Production-Schedule.pdf>
- **Training Documentation:** SC - A/P Processing Part 1: Basic Data Entry (Slide 24)
<http://finance.utoronto.ca/wp-content/uploads/2015/10/ap-processing1-basic-data-entry.pdf>

ONE-ON-ONE WORK SUPPORT

Get HELP FAST - Biweekly lunch time AMS support sessions (FIS, HRIS, USHOP & RIS/MRA/MROL)

LOCATION: 256 McCaul St., Room 103 **OR** 109

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|-------------------------------------|----------|---------------|
| Tuesday, January 24 th | Room 103 | 12:30pm – 2pm |
| Wednesday, February 8 th | Room 103 | 11:30am – 1pm |
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TRAINING

- [FIS Training Calendar](#)
- [FAST Tips Newsletter - Archive](#)

FAST STAFF

- [Financial Advisory Services & Training \(FAST\)](#)
- [Subscribe to AMS Listserv](#)