



MEMORANDUM

To: All Business and Financial Officers
From: Russell Smith, Supervisor Accounting Services
Date: March 7, 2018
Re: Payment Schedule for Fiscal Year Ending April 2018

To accommodate the AMS system constraints during the Year End process, please note the payment dates and processing requirements between **April 18 and May 2, 2018**:

Cheque Payments (includes vendors and accountable advances):

- The final **Cheque Production** for Fiscal 2018 will be completed on **Tuesday April 24, 2018**.
- **Accountable Advance requests** to be included in the final cheque production must be received by **Wednesday April 18, 2018**.
- The first Cheque Production for Fiscal 2019 will be on **Wednesday May 2, 2018**.

Draft Payments:

- The final **Draft Production** for Fiscal 2018 will be completed on **Tuesday April 24, 2018**.
- The first Draft Production for Fiscal 2019 will be on **Wednesday May 2, 2018**.

Expense Reimbursement Direct Deposits - ERDD:

- **Tuesday April 24, 2018** will be the final **ERDD** scheduled for Fiscal 2018.
- Ensure your ERDD's are posted in AMS by end of day Monday April 23, 2018 to be selected for payment.
- The next ERDD will be processed on **Tuesday May 1, 2018**.

Wire Payments:

- Financial Services must receive Wire Payments that pertain to Fiscal 2018 no later than **Friday April 20, 2018**. If this deadline cannot be met, please ensure an accrual is made.
- All wire payments received between Monday April 23, 2018 and Monday April 30, 2018 will be processed starting Tuesday Monday May 1, 2018 for Fiscal 2019.

If you have any questions, please contact Russell Smith, russell.smith@utoronto.ca or 416-978-2511.