



December 2019 | Volume 6 | Number 12



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 final cheque/draft run for 2019 will be Tuesday, December 17th and include for payment:

- A/P Vendor payment cheques
- Expense Reimbursement cheques
- Foreign draft payments
- Accountable Advance cheques, and Petty Cash/Imprest Reimbursements

All invoices posted after the December 17th cheque run will be considered for inclusion on the cheque run on **Wednesday, January 8th, 2020.**

Learn More:

- [Memo - Planned Payment Cheque before the 2019 Holiday Break](#)
- [Training Slides - Accounts Payable Processing - Part 1 \(Basic Data Entry\)](#)
- [Article - Attaching Electronic Documents to FIS Transactions](#)

Expense Reimbursement Direct Deposits (ERDD) Deadlines

The final ERDD for 2019 will be processed on Friday December 20th, 2019. **ERDD claims must be posted in FIS by the end of day Thursday December 19th , 2019 to be selected for the final 2019 ERDD payment run.**

“Parked” ERDD documentation must be provided to Financial Services by **end of day on Wednesday, December 18th, 2019** for review and posting. If the “Parked” ERDD deadline is not met, the document will need to be reprocessed in January 2020.

Learn More:

- [**Memo - Planned Payment Cheque before the 2019 Holiday Break**](#)
- [**Training Slides - Accounts Payable Processing - Part 2 \(Expense Reimbursements\)**](#)
- [**Reference Guide - ERDD Create**](#)
- [**Reference Guide - ERDD \(Web\) Create**](#)

ONE-ON-ONE WORK SUPPORT

Get **HELP FAST** - Biweekly lunch time AMS support session

Location: 256 McCaul St

Weds, January 22nd, 2020 | 11:30am - 1pm | FIS & HRIS | room 109

TRAINING

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

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