



December 2022 | Volume 9 | Number 12



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# ARTICLES

## REMINDER: December 2022 Holiday Payment Schedule

U of T's standard payment terms for most 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 2022 is Thursday, December 15th** and will include payments for:

- A/P vendor payments cheques
- Expense reimbursement cheques
- Foreign draft payments
- Accountable advance and Petty Cash/Imprest Reimbursement cheques

All invoices posted after the December 15th cheque run will be considered for inclusion in the cheque run on Wednesday, January 4th.

For more information, please see see [Planned Payment Schedule for the Holiday Break memo from Financial Services](#) to **learn more about the final EFT, direct deposit and wire transfer runs of 2022.**

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## REMINDER: Holiday Closing - Deposits to Cashier's Office

As per the memo from Financial Services, due to the University closing during the holiday break, FSD requests that all deposits be received at the Cashier's Office by 5:00pm tomorrow (Wednesday, December 14th).

If you have any questions or comments, please contact Kumar Sukumaran, Supervisor, Accounting Services at 978-6923 or by e-mail at [kumar.sukumaran@utoronto.ca](mailto:kumar.sukumaran@utoronto.ca).

## TRAINING

### FIS Courses: January - March 2023

The FAST team is presenting another round of Standard Curriculum course and FIS workshops between January – March 2023. These courses will train staff on how to process FIS transactions, generate reports and interpret policy.

[Click here to view the training calendar](#) and registration for our upcoming courses and workshops.

In addition, we offer a [self paced eLearning Course that covers Departmental Accounts Receivable Responsibilities & A/R Open Item Aging Report](#).

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## TRAINING

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

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