



MEMORANDUM

To: All Business and Financial Officers
From: Linda Wong, Supervisor, Accounts Payable
Date: March 12, 2021
Re: Payment Schedule for Fiscal Year Ending April 2021

To accommodate the AMS system constraints during the Year End process, please note the payment dates and processing requirements between **April 20 and May 5, 2021**:

Cheque Payments (includes vendors and accountable advances):

- The final **Cheque Production** for Fiscal 2021 will be completed on **Tuesday April 27, 2021**.
- **Accountable Advance requests** to be included in the final cheque production must be received by **Tuesday April 20, 2021**.
- The first Cheque Production for **Fiscal 2022** will be on **Wednesday May 5, 2021**.

Draft Payments:

- The final **Draft Production for Fiscal 2021** will be completed on **Tuesday April 27, 2021**.
- The first Draft Production for **Fiscal 2022** will be on **Wednesday May 5, 2021**.

Expense Reimbursement Direct Deposit - ERDD:

- **Tuesday April 27, 2021** will be the final **ERDD** scheduled for Fiscal 2021.
- Ensure your ERDD's are posted in AMS by end of day **Monday April 26, 2021** to be selected for payment.
- The next ERDD will be processed on **Tuesday May 4, 2021**.

Wire Payments:

- Financial Services must receive Wire Payments that pertain to Fiscal 2021 no later than **Friday April 23, 2021**. If this deadline cannot be met, please ensure an accrual is made.
- All wire payments received between **Monday April 26, 2021** and **Friday April 30, 2021** will be processed starting **Monday May 3, 2021** for Fiscal 2022.

If you have any questions, please contact Linda Wong, lindaf.wong@utoronto.ca, by MS Teams, or by phone at 416-946-5526.