



**MEMORANDUM**

To: All Business and Financial Officers  
From: Linda Wong, Supervisor, Accounts Payable  
Date: March 11, 2022  
Re: Payment Schedule for Fiscal Year Ending April 2022

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To accommodate the AMS system constraints during the Year End process, please note the payment dates and processing requirements between **April 20 and May 4, 2022**:

**Cheque Payments** (includes vendors and accountable advances):

- The final **Cheque Production for Fiscal 2022** will be completed on **Wednesday April 27, 2022**.
- **Accountable Advance requests** to be included in the final cheque production must be received by **Wednesday April 20, 2022**.
- The first Cheque Production for **Fiscal 2023** will be on **Wednesday May 4, 2022**.

**Draft Payments:**

- The final **Draft Production for Fiscal 2022** will be completed on **Wednesday April 27, 2022**.
- The first Draft Production for **Fiscal 2023** will be on **Wednesday May 4, 2022**.

**Expense Reimbursement Direct Deposit - ERDD:**

- **Tuesday April 26, 2022** will be the final **ERDD** scheduled for **Fiscal 2022**.
- Ensure your ERDD's are posted in AMS by end of day **Monday April 25, 2022** to be selected for payment.
- The next ERDD will be processed on **Tuesday May 3, 2022**.

**Wire Payments:**

- Financial Services must receive Wire Payments that pertain to **Fiscal 2022** no later than **Friday April 22, 2022**. If this deadline cannot be met, please ensure an accrual is made.
- All wire payments received between **Monday April 25, 2022** and **Friday April 29, 2022** will be processed starting **Monday May 2, 2022** for **Fiscal 2023**.

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