



Payment Run Dates

to first week of October 2024

Please see below the list of payment dates for suppliers and staff/non-staff from **June to first week of October 2024** as prepared by the Accounts Payable (AP) team.

Suppliers	
AP prepare payment on	Funds in bank account on (approx. 2 days later)
Mon 17 June	Tues 18 June
Fri 21 June	Tues 25 June
Mon 8 July	Wed 10 July
Mon 22 July	Wed 24 July
Tues 6 Aug	Thurs 8 Aug
Mon 19 Aug	Wed 21 Aug
Mon 2 Sept	Wed 4 Sept
Mon 16 Sept	Wed 18 Sept
Mon 23 Sept	Wed 25 Sept
Mon 7 Oct	Wed 9 Oct

Employees	
AP prepare payment on	Funds in bank account on (approx. 2 days later)
Fri 21 June	Tues 25 June
Mon 15 July	Wed 17 July
Fri 26 July	Tues 30 July
Mon 12 Aug	Wed 14 Aug
Mon 26 Aug	Wed 28 Aug
Mon 9 Sept	Wed 11 Sept
Mon 23 Sept	Wed 25 Sept

The AP team manage a series of processes to prepare a payment. When the claim is entered and ready for payment, a confirmation email will be sent to the person who submitted the non-staff payment requisition.

For an iProcurement transaction to be included in a payment run, all procurement holds should be resolved by close of business the day before AP prepare the payment.

The AP team are available at: apquery@tcd.ie should you require any assistance with payments. The FIS support team are also available at: fis-support@tcd.ie for any system queries.