YEAR-END CALENDAR
FY12 Year-end Close Calendar is now available at https://www.usfca.edu/busfin/calendar/

YEAR-END CLOSE REMINDERS
The following items are available at http://www.usfca.edu/busfin/forms/
- Year-End Close Budget Manager Guide for FY12 information and instructions.
- Accrual Accounting Cheat Sheet for refresher on prepaids and accruals
Submit and/or approve expense reports for FY12 asap.
Review and clean up restricted funds.

NEW FUND REQUEST FORM
If you are requesting new restricted fund codes please complete and submit the New Fund Request electronic form posted at http://www.usfca.edu/busfin/forms/

DDR REMINDER
If your department receives payment for services delivered May through July 2012……
- Payments received before June 1, 2012 for services rendered on or after June 1, 2012 are Deferred Revenues. Write FY13 on top of DDR.
- Payments received after May 31, 2012 for services rendered on or before May 31, 2012 are Accrued Revenues. Write FY12 on top of DDR.
- Contact Sybil at swcheng@usfca.edu for more information.

FY13 OPERATING BUDGET
- FY13 operating budget was posted on April 3, 2012.
- See FGRBDSC and FZRBDSC reports on Finance Monthly ePrint.

CONCUR ANNOUNCEMENTS
- Good news! Now the “Faculty” tab on USFconnect has a quick link to Concur for single sign-on.
- We are down to our final 3% for Concur Invoice training. Help us reach our goal to be paperless by FY13!
- Starting the first week of April, Business Managers will be receiving a weekly report of out-

TIP OF THE MONTH
Be sure to review Concur Expense Pending Reports for your departments.