What's New?

- New Policies
- Year End Calendar
- Guide to Year End 2013
- DDR Reminder
- FY14 Operating Budget
- Concur Announcements
- Tip of the Month

NEW POLICIES
The following policies were recently approved by Leadership Team and are posted on the USF Policies page
http://www.usfca.edu/policy/accounting/

- Department Cash Handling
- Honorarium Payments
- Membership
- Purchasing Card (updated)

These policies are also available at http://www.usfca.edu/busfin/policies/

YEAR END CALENDAR
FY13 Year End Close Calendar is posted at https://www.usfca.edu/busfin/calendar

GUIDE TO YEAR END 2013
The updated Year End Close Business Manager’s Guide is available at https://www.usfca.edu/uploadedFiles/Destinations/Offices_and_Services
**DDR REMINDER**

If your department receives payments for services delivered May through July 2013...

Payments received before June 1, 2013 for services rendered on or after June 1, 2013 are Deferred Revenues. Write FY14 on top of DDR form.

Payments received after May 31, 2013 for services rendered on or before May 31, 2013 are Accrued Revenues. Write FY13 on top of DDR form.

Contact Sybil Cheng at swcheng@usfca.edu for more information.

**FY14 OPERATING BUDGET**

FY14 operating budget will be posted during the week of April 22, 2013. See FGRBDSC and FZRBDSC reports on Finance Monthly ePrint.

**CONCUR ANNOUNCEMENTS**

Review Concur Pending Transactions Reports (FZRCPTE) on Finance Daily ePrint and process as needed. Reports can be downloaded into Excel for review.

**TIP OF THE MONTH**

Practice credit card security by not storing credit card info on paper or electronically. For best practices on credit cards see [http://www.usfca.edu/busfin/pci/](http://www.usfca.edu/busfin/pci/).