What's New?

- June 20 Deadline
- Accrual Instructions
- DDR Reminder
- Financial Certifications
- Preliminary Year-End Reports
- Concur Announcements
- Payroll Link
- Question of the Month

JUNE 20 DEADLINE

Please submit the following for FY13 by June 20:

- Invoices
- Check Requests
- Accruals
- Journals
- Expense Transfers
- Correcting Entries
- Budget Transfers

ACCRUAL INSTRUCTIONS

Please contact Jennifer Chan at chanjn@usfca.edu if you have any FY13 expenses over $5,000 for which you have not received an invoice as of June 20.

For such expenses, please email the FOAP, vendor name, item description, amount and any other relevant info to Jennifer so the accrual entry can be
DDR REMINDER
Payments received for USF services rendered on or before May 31, 2013 need to be identified and accrued.
Write FY13 on top of DDR form.
Contact Sybil Cheng at swcheng@usfca.edu for more information.

FINANCIAL CERTIFICATIONS
Business Managers: Please review your FOAPs in preparation for completing the financial certifications which are due on July 12, 2013.

PRELIMINARY YEAR-END REPORTS
Preliminary reports for FY13 will be available on Finance Monthly ePrint on June 18.

CONCUR ANNOUNCEMENTS
Coming to you this summer: Concur Mobile training sessions!

PAYROLL LINK
Please check out the payroll link at http://www.usfca.edu/Business_and_Finance/Payroll/ for information on the following topics:
  - E-Timesheets
  - Payroll Schedules
  - Payroll Distribution Process

QUESTION OF THE MONTH
Do you have any revenues or expenses for FY13 that need to be accrued?
Answer: See Accrual Instructions and DDR Reminder sections above.