What's New?

- June 19 Deadline
- Accrual Instructions
- DDR Reminder
- Financial Certifications
- Preliminary Year End Reports
- Concur Announcements
**JUNE 19 DEADLINE**

Please submit the following items for FY14 by June 19:

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

**ACCRUAL INSTRUCTIONS**

If you have not received an invoice for FY14 expenses over $1,000 as of June 19, please contact Jennifer Chan at chanjn@usfca.edu

For such expenses, please email the FOAP, vendor name, item description, amount and any other relevant info to Jennifer so that an accrual entry can be posted.

**DDR REMINDER**

Payments received for USF services rendered on or before May 31, 2014 need to be identified and accrued.

Write FY14 on top of DDR form.

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

**FINANCIAL CERTIFICATIONS**

Under the Annual Financial Statement Certification Policy, certain members of the Leadership Team, other senior employees and their Business Managers are required to complete and sign a financial certification at the end of each fiscal year. The due date for this year’s certification is July 11, 2014.

The certification process is an essential internal control activity intended to ensure the integrity of the University’s financial statements. Completion of the annual certification also provides an opportunity for the departments to review their financial activities for the year and to confirm that all transactions have been
properly recorded in the University’s accounting system. The scope, responsibilities, and accounting terms used in the financial certification process are explained in the related policy and FAQs which may be found at http://www.usfca.edu/busfin/fincert/

If you need any additional information, please feel free to contact Kim Kvaal in ABS at ext. 6732 or klkvaal@usfca.edu

PRELIMINARY YEAR-END REPORTS
Preliminary FY14 reports will be available on Finance Monthly ePrint on June 17 and again on June 26.

CONCUR ANNOUNCEMENTS
WELCOME MORGAN MAICH—the new Concur Expense contact person at ext. 5977 and mrmaich@usfca.edu She has served as University Cashier previously at USF. Lance Louie has left USF.

Concur Travel Early Adopters: If you feel that your department is a perfect candidate for early adoption of the new Concur Travel system, please contact Anna Kessel at akessel@usfca.edu