YEAR END CALENDAR
FY14 Year End Close Calendar is posted at www.usfca.edu/busfin/calendar.

GUIDE TO YEAR END
The updated Year End Close Business Manager’s Guide is available as a
**DDR REMINDER**
If your department receives payments for services delivered May through July 2014…

- Payments received before June 1, 2014 for services rendered on or after June 1, 2014 are Deferred Revenues.
  **Write FY15 on top of DDR form.**

- Payments received after May 31, 2014 for services rendered on or before May 31, 2014 are Accrued Revenues.
  **Write FY14 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 11, 2014.

**ACCRUAL INVOICES**
Please use this example when creating invoice requests that should be accrued for FY14. Enter "FY14-" followed by an invoice description. Doing so will help us track the accruals that need to be posted.

**CONCUR ANNOUNCEMENTS**
All out-of-pocket expenses and purchasing card charges up to and including those incurred on May 31, 2014 are due at the end May for fiscal year-end processing.
Any expenses not submitted may be taxable and risk an automatic purchasing card suspension.

Please set up delegates on Concur to submit any expenses for cardholders who are out of the office during fiscal year-end deadlines.

If you have any questions or need assistance, please contact Lance Louie at llouie2@usfca.edu

**FY15 OPERATING BUDGETS**

Operating budgets have been posted. See FGRBDSC and FZRBDSC reports on Finance Monthly ePrint. Click on the drill icon to view report header details for each report type.