MAY 2015

What's New?

- Disbursements Deadline
- Concur Expense Deadline
- Financial Certifications
- DDR Reminder
- FY16 Operating Budgets
- Year End Calendar
- Virtual Forum
- Tip of the Month

DISBURSEMENTS DEADLINE
All DDRs, petty cash reimbursements and PO invoices must be delivered to the Office of Accounting & Business Services located at Lone Mountain North, 3rd floor by 1pm on Wednesday, May 20th. Also all payment requests and wire requests in Concur Invoice
must be fully approved in order to be paid by the end of fiscal year.

CONCUR EXPENSE DEADLINE
June 2nd is the last day to approve expenses related to the FY15 budget.

If expenses are incurred during the year-end close, they should be allocated to the FY16 budget. Please create a report titled “FY16 Expenses” and import the transactions. These reports can be approved for processing after June 2nd.

FINANCIAL CERTIFICATIONS
Business Managers: Please review your FOAPs in preparation for completing the financial certifications which are due on July 10, 2015.

DDR REMINDER
If your department receives payments for services delivered May through July 2015… Payments received before June 1, 2015 for services rendered on or after June 1, 2015 are Deferred Revenues. Write FY16 on top of DDR form. Payments received after May 31, 2015 for services rendered on or before May 31, 2015 are Accrued Revenues. Write FY15 on top of DDR form. Contact Sandy Verdier at sverdier@usfca.edu for more information.

FY16 OPERATING BUDGETS
Operating budgets for FY16 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 then click the pdf icon to open the report.

YEAR END CALENDAR
FY15 Year End Close Calendar is posted at https://www.usfca.edu/busfin/calendar Tabular format version is available at http://www.usfca.edu/uploadedFiles/Destinations/Offices_and_Services /Business_and_Finance/docs/Fiscal_Year_Calendar.pdf

VIRTUAL FORUM
ABS is sponsoring a virtual forum on accounting practices, topics and updates from the recent Higher Education Accounting Forum. The recordings will be available to view from May 15, 2015 through March 31, 2016 and are posted at http://www.nacubo.org /Distance_Learning/Virtual_Workshops_and_Conferences /VIRTUAL_2015_Higher_Education_Accounting_Forum.html

In order to view the recordings, you will need to login or create an online account with NACUBO using your USF email and register for the forum. The price should be zero at checkout. If you have any problems with registration, please contact NACUBO customer support.

Here are a few of the presentations that are available:
Behind the Headlines
Colleges, universities and higher education itself, are in the news daily. What is driving the stories, what perceptions are created and how are the institutions responding?

Strategic Resource Allocation
This session describes a proven process for examining all current resource allocations to identify those that are contributing to institution success.

Meeting Needs with Decision Support Data and Tools
Corralling information needed to support decisions about initiatives can be daunting. Hear how the University of Virginia jump-started efforts to propel its decision support environment into the 21st century.

Changes to NCAA Financial Reporting
NCAA member institutions need to begin preparations for changes that take effect with FY15 reporting. Learn about the new requirements.

The Future Chief Business Officer (CBO)
Hear a college president’s inspiring vision as she describes the future role of the Chief Business Officer.

Continuing the Conversation - CBO Retirements
Recent demographic data highlighting the expected increase in CBO retirements as well as evolving dimensions of the CBO position will be presented. How can you prepare yourself and your staff to take the next step?

TIP OF THE MONTH
When requesting payment to a new vendor in Concur Invoice, please also include and upload a completed W-9 form (or W8-BEN for foreign vendors). We require all new vendors to provide a W-9 before being paid (except for non-employee reimbursements).