DEPOSIT REMINDERS

- Checks should be deposited within 10 days of receipt or when total amount collected reaches $100.
- Credit card transactions should also be submitted within 10 days.
- Departments should only store last 4 digits of credit card number.
- Submit all current-month credit card, check, and cash DDRs by first Friday of following month.
- Hand-deliver all DDRs to University Cashier.

PETTY CASH FUNDS

- Due to security reasons, departments are prohibited from maintaining petty cash funds.
- Please deposit all cash promptly upon receipt.
- Cash reimbursements are available from University Cashier.

RESTRICTED FUND CARRY FORWARDS

- FY11 carry forward balances will be finalized upon completion of annual audit.
- Annual audited financial statements are typically approved at the late September Board Meeting and posting of carry forwards will occur shortly thereafter.

TRIPIT

- Triplt is the genius new application for your smartphone that makes keeping track of travel itineraries easier than ever and it's FREE! (Desktop version is also available.)
- Check it out at http://www.tripit.com/
- Contact Anna at akessel@usfca.edu for more info.

What’s New?

- Deposit Reminders
- Petty Cash Funds
- Restricted Fund Carry Forwards
- Triplt
- Concur Info Sessions
- Tip of the Month

IN THIS ISSUE

CONCUR INFO SESSIONS

- “Concur Top 10 Enhancements & Timesaving Tips” presentations are available now!
- Contact Anna at akessel@usfca.edu to schedule one for your department.

TIP OF THE MONTH

Carry forward can be calculated from FGRBDSC-R fund report for FY11 in Finance Daily ePrint:

- Start with Exp code 719990 Adjusted Budget (if any)
- + Total Revenues in YTD Activity Column
- - Total Salaries & Benefits in YTD Activity Column
- - Total Expenditures in YTD Activity Column
- + Total Transfers In in YTD Activity Column
- = Carry Forward from FY11 to FY12

Note: Differences may exist if the fund has multiple orgs with balances.