What's New?

- Restricted Fund Carry-Forwards
- Endowment Spending
- Financial Advisor (Bar Chart)
- Concur Announcements
- Additional Pay Policy
- Tip of the Month

RESTRICTED FUND CARRY-FORWARDS
FY13 carry-forward balances and related budgets have been posted. Adjustments if any, will be posted upon completion of the annual audit. Annual audited financial statements are typically approved at the late September Board Meeting.

Carry-forwards can be calculated from FY13 FGRBDSC-R report in Finance ePrint as follows:

- Expense code 719990 Adjusted Budget
- Plus Total YTD Revenues
- Minus Total YTD Salaries & Benefits
- Minus Total YTD Expenditures
- Plus Total YTD Transfers In
- Minus Total YTD Transfers Out
- Equals Carry-forward from FY13 to FY14

Note: Differences may exist if a restricted fund has multiple orgs with balances. In such cases, the total carry-forward balance is posted to the primary org used with the fund.
ENDOWMENT SPENDING
FY14 spendable endowment balances will be posted in early October after the completion of annual audit.

FINANCIAL ADVISOR (BAR CHART)
To re-establish the bar chart in Finance home page for your favorite FOAPs:

1. Click on Preferences link located on the top right corner of Financial Advisor channel.
2. Select the color for Adjusted Budget.
3. Select the color for YTD Activity/Commitments.
4. Enter “S” for COA, Fund and Org codes.
5. Repeat previous step for each additional Fund and Org.
6. Click Apply button.
7. Click Back button.

(Chart should appear automatically.)
These instructions are also available at https://www.usfca.edu/busfin/advisor/

CONCUR ANNOUNCEMENTS
Concur Travel demos are now available for your department. Schedule yours now by contacting Anna Kessel at akessel@usfca.edu
While the Disbursement Services Assistant position is vacant, please call ext. 5977 or email pcard@usfca.edu for any Concur Expense related questions.

ADDITIONAL PAY POLICY
Additional pay is compensation that is not part of an employee's primary job. This policy is effective October 1, 2013. Policy information is available at: http://www.usfca.edu/Business_and_Finance/Additional_Pay_Policy/

Upcoming training sessions:
Tuesday, Sept. 24, 2013
10:00 to 11:30 a.m.
LM241A

Wednesday, Sept. 25, 2013
10:00 to 11:30 a.m.
LM100

Register at: http://alumni.usfca.edu/s/1307/2col.aspx?sid=1307&pgid=1466&gid=1&cid=3320&ecid=3320&post_id=0

TIP OF THE MONTH
If a vendor has been calling you to request payment information, please contact Melissa Melnikoff at ext. 2735 to learn more about the Concur Invoice
Supplier Portal where vendors can check on the payment status of invoices.