JUNE 2015

What's New?

- June 19 Deadline
- Accrual Instructions
-DDR Reminder
- University Cashier Update
- Student Reimbursements
- ABS Staff Changes
JUNE 19 DEADLINE
Please submit the following items for FY15 by June 19:

- Accruals
- Journals
- Expense Transfers
- Correcting Entries
- Budget Transfers

ACCRUAL INSTRUCTIONS
If you have not received an invoice for FY15 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 information to Jennifer so that an accrual entry can be posted.

DDR REMINDER
Payments received for USF services rendered on or before May 31, 2015 need to be identified and accrued.
Write FY15 on top of DDR form.
Contact Sandy Verdier at sverdier@usfca.edu for more information.

UNIVERSITY CASHIER UPDATE
***New cashier hours: Tuesdays and Thursdays 11 a.m. – 2 p.m.***

To streamline the petty cash reimbursement processing please submit all petty cash requests in Concur Invoice as non-employee reimbursements. An alternative option is to mail the form via inter-campus mail to ABS for processing in Concur Invoice.

For questions or concerns please feel free to contact Samantha Wilkinson at
STUDENT REIMBURSEMENTS
Effective June 1, 2015, cash reimbursements at the cashier window are limited to $50 each and a maximum of three reimbursements per fiscal year during cashier hours.

Reimbursements processed through Concur are not subject to the dollar and frequency limits applicable to cash reimbursements.

For more information, see: http://www.usfca.edu/Business_and_Finance/Department_Cash_Handling_Policy/

ABS STAFF CHANGES
ABS is very happy to announce that Liz Denefeld will be the new Gift Accountant managing restricted gifts and endowments. She replaced Mona Cannon who recently retired from USF. For inquiries related to gift transactions, please contact her at zarate@usfca.edu.

ABS welcomes Shirley Wing as the new Staff Accountant handling fund transfers, expense reclassifications, and monthly departmental chargebacks. Requests that previously were directed to Liz Denefeld should now be directed to Shirley at swing@usfca.edu. During this transition period while Liz is assisting with bringing Shirley up to speed, please copy Liz at zarate@usfca.edu on your requests.

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 10, 2015.

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 Frank Wasilewski at fmwasilewski@usfca.edu.

PRELIMINARY YEAR-END REPORTS
Preliminary FY15 reports will be available on Finance Monthly ePrint on June 16 and again on June 26.

CONCUR ANNOUNCEMENTS

Purchasing Card Reminder
Please remember that departments should not accept payments from another USF department using the purchasing card. The purchasing card is intended only for purchasing goods or services from third-party vendors, including purchases from the USF Bookstore or Campus Dining Services, which are managed by outside vendors.

For more information about the Purchasing Card see: http://www.usfca.edu/Business_and_Finance/Purchasing_Card_Policy/

Purchasing Card Training
Upcoming training dates are:

- July 15
- August 18
- September 15

An off-schedule training may be requested if unforeseen circumstances arise. However, not all requests may be accommodated.

Specialized trainings include but are not limited to:
Expense Report Workshop
Best Practices Workshop
Concur Mobile, Expenseit & Tripit Pro Demo
Concur Travel Demo
Travel & Entertainment Policy Refresher
Concur Invoice Demo

If you would like to be added to the roster or to request a specialized training session for your department, please contact Morgan Maich at mrmaich@usfca.edu for additional information.

Concur Invoice
Incorrectly submitted payment requests will be returned. If this occurs, please select “Comments” under the “Details” drop down menu of the request to view the reason for return. Please resubmit the payment request after the corrections have been made.