SEPTEMBER 2015

What's New?

- Spendable Endowment
- Restricted Fund Carry-Forwards
- Prepaid Invoices
- ABS Staff Changes
- Concur Browsers
- Concur Password Reset
- Tip of the Month

SPENDABLE ENDOWMENT
FY16 spendable endowment balances have been posted with journal references JF001790 and JF001791.

RESTRICTED FUND CARRY-FORWARDS
Prior year carry-forward balances and related budgets for FY16 have been posted with journal reference JF001743. Adjustments if any, will be posted upon completion of the annual audit.
Carry-forwards can be calculated from FY15 FGRBDSC-R report in Finance ePrint as follows:

- Expense code 719990 Adjusted Budget
- Plus YTD Revenues
- Minus YTD Salaries & Benefits
- Minus YTD Expenditures
- Plus YTD Transfers In
- Minus YTD Transfers Out
- Equals Carry-forward from FY15 to FY16

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.

Please contact Liz Denefeld at zarate@usfca.edu for additional info.

**PREPAID INVOICES**

FY16 prepaid invoices paid from June through August 2015 have been posted on JF001785. Multi-year prepaid invoices paid in previous years have also been posted on JF001778. For questions, please contact Jennifer Chan at extension 2772.

**ABS STAFF CHANGES**

ABS is happy to announce that Jennifer Chan has been appointed to the University Controller position within ABS. Jennifer has led the University’s annual audit for the past two years and is a CPA with extensive accounting and higher education experience. As most of you know, most recently, Jennifer has been the University Assistant Controller. She’s excited to be in this new role and we could not have found a more qualified person for the position. ABS is thrilled to have her in the new role!

ABS is happy to welcome Kathy Seronio as our new Disbursement Services Analyst. Effective September 21, 2015 Kathy will be the main point of contact for Service Payments, Wire Transfers, Concur Travel and other Concur related configuration requests. Kathy can be contacted at extension 2387.

**CONCUR BROWSERS**

Effective February 12, 2016, Microsoft will end all support for Internet Explorer 8 and 9. If you currently use these browsers to access Concur, please select an alternate browser or contact ITS for assistance in upgrading to a newer version of IE. Questions and concerns may be directed to Morgan Maich at mrmaich@usfca.edu

**CONCUR PASSWORD RESET**

Beginning September 1, 2015, please follow these steps for password resets:

- Logon to myUSF.
- Click Concur button in the middle of the screen.
- Click Profile button on Concur home page.
- Click Profile Settings.
- Click Change Password.

For additional assistance, please contact Morgan Maich at mrmaich@usfca.edu
TIP OF THE MONTH
Does your vendor provide you with an invoice number?
If so, please be sure to use it on payment requests. If not, please see Naming Convention document
at
http://web.usfca.edu/uploadedFiles/Destinations/Offices_and_Services
/Business_and_Finance/docs/ConcurInvoiceNamingConvention.pdf
for instructions on how to create an invoice number. Strict adherence to the invoice naming
convention is helpful in preventing duplicate payments and payment delays.