April 2017

What's New?

- Fiscal Year-End Reminder
- Fiscal Year-End Calendar
- Fiscal Year End Overview Meeting
- ABS Staff Change Reminder
- New Vendors in Concur Invoice

FISCAL YEAR-END CALENDAR REMINDER

The May 31 fiscal year-end is almost here! Please review your finance reports for any unexplained transactions and follow up with ABS if necessary.
FY17 Fiscal Year End Close Calendar is posted at
https://myusf.usfca.edu/node/101514

Information on accruals and deferrals are also available on the same site.

FISCAL YEAR-END OVERVIEW MEETING

ABS and PAAS wish to thank everyone who attended the fiscal year-end meeting for business managers on March 15 to review and discuss the fiscal year-end schedule. If you still have questions or concerns, please contact the appropriate department or staff member.

ABS STAFF CHANGE REMINDER

As a reminder, we recently hired Morgan Maich as our new staff GL accountant (replacing Shirley Wing). Moving forward, please send all unrestricted interdepartmental transfers and departmental chargebacks to Morgan at mrmaich@usfca.edu or ext. 2564. As we transition Morgan into this new role, please continue to include Shirley Wing (swing@usfca.edu) on all requests.

NEW VENDORS IN CONCUR INVOICE

An IRS form W-9 is required for all new vendors that are US persons or entities unless payment is a reimbursement or refund. An IRS form W-8BEN (for individuals) or form W-8BEN-E (for entities) is required for all payments (including non-employee reimbursements) to new vendors that are foreign persons or entities. Blank forms can also be found at https://myusf.usfca.edu/abs/forms.
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