June 2017

What's New?

- June 20 Deadline
- Accrual Instructions
- DDR Reminder
- Financial Certifications
- Preliminary May Reports
- New ABS Staff
- New Chip-Enabled P-Cards

JUNE 20 DEADLINE

For FY17 transactions, this is the last day to submit:
ACCURAL INSTRUCTIONS
If you have not received an invoice for FY17 expenses over $1,000 by June 20, please email the FOAP, vendor name, item description, amount, and any other relevant information to Desmond Dair so that an accrual entry can be posted.

DDR REMINDER

- Payments received in June for USF services rendered on or before May 31, 2017 need to be identified and accrued.
- Write FY17 on top of DDR form.
- Contact Sandy Verdier for more information.

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 14.

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 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 financial certification policy and FAQs.

Financial Certification Form »

If you need any additional information, please feel free to contact Frank Wasilewski.

PRELIMINARY MAY REPORTS
Preliminary May 2017 reports will be available in Finance Monthly ePrint repository on June 15 and again on June 28.
NEW ABS STAFF
ABS is excited to announce that Tracy Dip is the new disbursement services assistant. Tracy comes to us with over ten years of related experience as an accounts payable accountant at Mills College. She can be reached at tdip@usfca.edu or extension 5977 for inquiries related to concur expense.

NEW CHIP-ENABLED P-CARDS
For increased security, USF is transitioning to chip-enabled P-Cards with JP Morgan Chase. Cardholders will be contacted directly when the cards arrive. Please send inquiries to pcard@usfca.edu.