December 2017

What's New?

- Deposit Deadlines
- Disbursement Deadline
- Out of Office
- Prepaid Invoices
- Office Closure

DEPOSIT DEADLINES

All cash deposits with respective DDRs regardless of amount must be delivered to University Cashier in ABS by 1 p.m. on Wednesday, Dec. 13. After this date, they must be placed in the Drop Box within 24 hours of receipt.

All checks and credit cards with respective DDRs must be delivered by 1 p.m. on
Thursday, Dec. 21.

DISBURSEMENT DEADLINE
To ensure that all payments are processed before the holiday closure, the following items must be fully approved or submitted to ABS no later than 1 p.m. on Wednesday, Dec. 13:

- Concur Invoices
- Concur Expense Reports
- Cash Advance Requests
- Wire Requests
- Invoices for POs

OUT OF OFFICE
If you are an approver in Concur Invoice or Concur Expense and will be out of the office, you can temporarily grant delegate approval rights to one of your colleagues.

To add a delegate, go to Profile Settings and select either Invoice Delegates or Expense Delegates, then select Add Delegate. Search and select your delegate's name, and add the dates you will be out. At the end of your time out of office, the system will automatically retract their approval rights.

Please contact Tracy Dip (tdip@usfca.edu) for more information.

PREPAID INVOICES
FY18 prepaid invoices paid from June through August 2017 have been posted on JF003005. For questions, please contact Desmond Dair (ddair@usfca.edu).

OFFICE CLOSURE
Consistent with the USF holiday schedule, the ABS office will be closed on Friday, Dec. 22 and reopen on Tuesday, Jan. 2.
Happy Holidays!