GEORGIA*FIRST*
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
A Project of the University System of Georgia

Announcement

SUBJECT: FY2011 Year End Travel & Expenses Cutoff Dates

POSTED: April 13, 2011

ANNOUNCEMENT

In order to assist institutions using the Travel & Expenses module with completing all FY2011 travel related processing by June 30th, ITS and Vikki Williamson from the Office of Fiscal Affairs has set the following cutoff dates:

FY2011 **ITS** Cutoff Dates:

1. Cutoff **Travel Authorization** entry in Self Service Portal – **June 14, 2011**
2. Cutoff **Cash Advance** entry in Self Service Portal – **June 14, 2011**
3. Cutoff **Expense Sheet** entry in Self Service Portal – **June 21, 2011**

Note: Accounting organizations will still have access to the Travel and Expenses Center in PeopleSoft Financials in the event a transaction needs to be updated or processed during the time that Expenses is unavailable to institution end users.

FY2011 **Campus** Cutoff Dates**:**

1. Deny all unapproved Travel Authorizations – **June 24, 2011**
2. Liquidate hanging encumbrances associated with Travel Authorizations – **June 28, 2011**
3. Process final Expenses pay cycle – **June 30, 2011**
4. Reconcile account 211500 and verify balance is zero – **June 30, 2011**

Begin FY2012 Processing:

1. **Campus** - update user profiles (change budget reference) – **July 1, 2011**
2. **ITS** - re-open Travel Authorization, Cash Advance and Expense Sheet entry in Self Service Portal – **July 5, 2011**

SUPPORTING DOCUMENTATION

Additional information will be provided in the FY2011 Year End Manual that is currently being updated by the Office of Fiscal Affairs and will be posted to the GeorgiaFirst Financials website at http://www.usg.edu/gafirst-fin/documentation/category/fiscal_year_end/ no later than May 2, 2011.

MORE INFORMATION AND SUPPORT

For a production down, business interrupting (emergency) situation, call the ITS Helpdesk immediately at 706-582-2001 or 1-888-875-3697 (toll-free within Georgia). For anything else, contact the ITS Helpdesk at http://www.usg.edu/customer_services (self-service support requests requires a User ID and Password; contact the ITS Helpdesk to obtain self-service login credentials), or email helpdesk@usg.edu.

ADDITIONAL RESOURCES

For information about ITS maintenance schedules or Service Level Guidelines, please visit http://www.usg.edu/oiit/policies.