

## GeorgiaFIRST Financials V8

### Announcement

**UPDATE:** July 6, 2010

**SUBJECT:** FY2010 Year End Expenses Cutoff Dates – Final Update

**PURPOSE:** To remind users at all institutions that the links for Travel Authorizations, Cash Advances and Expense reports have been reactivated in the self service portal.

End users may resume entry of FY 2011 transactions for Expenses. Each institution will need to run the batch process for updating the budget reference (RUN\_BORIF040\_BOR) to update the Fiscal Year on user profiles before transactions for FY 2011 can be entered.

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**UPDATE:** June 25, 2010

**SUBJECT:** FY2010 Year End Expenses Cutoff Dates – Third Reminder

**PURPOSE:** To remind users at all institutions that the final Year End Expenses cutoff dates for FY2010 will occur during the week of June 28, 2010.

**FUNCTIONAL IMPACT:** The final Year End Expenses cutoff dates for FY2010 will occur during the week of June 28, 2010:

1. Liquidate hanging encumbrances associated w travel authorizations – June 28<sup>th</sup>
2. Reconcile 211500 account and verify balance is zero – June 28<sup>th</sup>
3. Process final expense report pay cycle – June 30<sup>th</sup>
4. Update user profiles (change budget reference) – July 1<sup>st</sup>

Expenses, advance, and travel authorization entry via the Self Service Portal will be re-opened on **Monday, July 5, 2010.**

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**UPDATE:** June 17, 2010

**SUBJECT:** FY2010 Year End Expenses Cutoff Dates – Second Reminder

**PURPOSE:** To remind users at all institutions that the next two Year End Expenses cutoff dates for FY2010 will occur during the week of June 21, 2010.

**FUNCTIONAL IMPACT:** The next two Year End Expenses cutoff dates for FY2010 will occur during the week of June 21, 2010:

1. Cutoff expense sheet entry in Self Service Portal – June 21<sup>st</sup>
2. Deny all unapproved travel authorizations – June 25<sup>th</sup> cutoff

The ability to access expense sheets via the Self Service Portal will be disabled on Monday, June 21<sup>st</sup> by 8 a.m.

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**UPDATE:** June 10, 2010

**SUBJECT:** FY2010 Year End Expenses Cutoff Dates – First Reminder

**PURPOSE:** To remind users at all institutions that the first two Year End Expenses cutoff dates for FY2010 will occur on Monday, June 14, 2010.

**FUNCTIONAL IMPACT:** The first two Year End Expenses cutoff dates for FY2010 will occur on Monday, June 14, 2010:

1. Cutoff travel authorization entry in Self Service Portal
2. Cutoff cash advance entry in Self Service Portal

The ability to access Travel Authorizations and Cash Advances via the Self Service Portal will be disabled on Monday by 8 a.m.

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**POSTED:** June 1, 2010

**SUBJECT:** FY2010 Year End Expenses Cutoff Dates

**PURPOSE:** To notify users at all institutions using Georgia *FIRST* PeopleSoft Financials Version 8.9 about the Year End Expenses cutoff dates for FY2010.

**FUNCTIONAL IMPACT:** The Year End Expenses cutoff dates for FY2010 are:

1. Cutoff travel authorization entry in Self Service Portal – June 14<sup>th</sup>
2. Cutoff cash advance entry in Self Service Portal – June 14<sup>th</sup>
3. Cutoff expense sheet entry in Self Service Portal – June 21<sup>st</sup>
4. Deny all unapproved travel authorizations – June 25<sup>th</sup> cutoff
5. Liquidate hanging encumbrances associated w travel authorizations – June 28<sup>th</sup>
6. Reconcile 211500 account and verify balance is zero – June 28<sup>th</sup>
7. Process final expense report pay cycle – June 30<sup>th</sup>
8. Update user profiles (change budget reference) – July 1<sup>st</sup>
9. Re-open expenses, advance and travel authorization entry in Self Service Portal – July 5<sup>th</sup>

**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.

**SUPPORTING DOCUMENTATION:** The following documentation is available to assist you with this process:

1. A Georgia*FIRST* Wimba Training Session covering how to troubleshoot Expenses was held on Tuesday, April 6, 2010. The Wimba Archive and training materials from this Wimba Training Session are posted on the **Georgia*FIRST* Training Archives** page on the Georgia*FIRST* Financials web site at: <http://www.usg.edu/gafirst-fin/training/archives/>.
2. PSFIN Expenses Business Processes are located in the **Business Processes** section on the **Documentation** page on the Georgia*FIRST* Financials web site at: <http://www.usg.edu/gafirst-fin/documentation/>. Click on the **Expenses** link to access these Business Processes.

**ADDITIONAL OIIT RESOURCES and SUPPORT:** To create a new or update an existing production down, business interrupting (emergency) support request, call the **OIIT HELPDESK** immediately (706-583-2001; or toll free within Georgia 1-888-875-3697). For anything else, contact the **OIIT HELPDESK** at [http://www.usg.edu/customer\\_services](http://www.usg.edu/customer_services) (support request self-service) or e-mail [helpdesk@usg.edu](mailto:helpdesk@usg.edu). (Note: Self-service requires login using a user ID and password. Contact the **OIIT HELPDESK** at [helpdesk@usg.edu](mailto:helpdesk@usg.edu) to obtain self-service login credentials.)