

GeorgiaFIRST Financials V8

Announcement

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 21st
2. Deny all unapproved travel authorizations – June 25th cutoff

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

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.

POSTED: June 1, 2010

SUBJECT: FY2010 Year End Expenses Cutoff Dates

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

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 (support request self-service) or e-mail helpdesk@usg.edu. (Note: Self-service requires login using a user ID and password. Contact the **OIIT HELPDESK** at helpdesk@usg.edu to obtain self-service login credentials.)