SUBJECT: FY2013 Year-End Travel & Expenses and ePro Cutoff Dates

REVISED: May 6, 2013

TRAVEL AND EXPENSES
In order to assist institutions using the Travel & Expenses module with completing all FY2013 travel related processing by June 30th, ITS and Vikki Williamson from the Office of Fiscal Affairs have set the following cutoff dates:

FY2013 ITS Cutoff Dates:

2. Cutoff Cash Advance entry in Self Service Portal – June 13, 2013 at 7 AM
3. Cutoff Expense Sheet entry in Self Service Portal – June 20, 2013 at 7 AM

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.

FY2013 Institution Cutoff Dates:

1. Deny all unapproved Travel Authorizations – June 21, 2013
4. Reconcile account 211500 and verify balance is zero – June 28, 2013

EPROCUREMENT
In order to assist institutions using the ePro module with completing all FY2013 requisition related processing by June 30th, ITS and Vikki Williamson from the Office of Fiscal Affairs have set the following cutoff date:

1. June 12, 2013 at 7AM, ITS will cut off access to ePro Requisition entry for the following roles:
   a. BOR_EP_REQUESTER_YE_CUTOFF
   b. BOR_EP_MAINT_REQ_YE_CUTOFF
   c. BOR_EP_MAINT_REQ_SCI_YE_CUTOFF

Note: Institutions that do not wish to have the ePro Requisition entry cut off on this date should use the regular BOR roles without the YE_CUTOFF ending.
Begin FY2013 Processing for Travel and Expenses and ePro:

1. **Institutions** – update user profiles (change budget reference) – **July 1, 2013** (BP: EX.030.050)
2. **ITS** – re-open Travel Authorization, Cash Advance and Expense Sheet entry in Self Service Portal – **July 8, 2013 at 7 AM**
3. **ITS** – reestablish ePro entry access for the YE_CUTOFF Roles - **July 8, 2013 at 7 AM**

**Supporting Documentation**
Additional information will be provided in the FY2013 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/](http://www.usg.edu/gafirst-fin/documentation/category/fiscal_year_end/).

**More Information and Support**
For business impact emergency issues, contact the ITS Helpdesk immediately at 706-583-2001 or 1-888-875-3697 (toll free within Georgia). For non-urgent issues, contact the ITS Helpdesk via the self-service support website at [http://www.usg.edu/customer_services](http://www.usg.edu/customer_services). (This service requires a user ID and password. E-mail helpdesk@usg.edu to obtain self-service login credentials.)

**Additional Resources**
For information about ITS maintenance schedules or Service Level Guidelines, please visit [http://www.usg.edu/customer_services/service_level_guidelines](http://www.usg.edu/customer_services/service_level_guidelines). For USG services status, please visit [http://status.usg.edu](http://status.usg.edu).