Announcement

TO: GeorgiaFIRST PeopleSoft Financials Users

POSTED: March 29, 2018

SUBJECT: Availability of FY2018 Year-End Sub-Module Cleanup and Processing Manual

The Fiscal Year-End 2018 Sub-Module Cleanup and Processing manual is available today, Thursday, March 29, 2018, and includes information related to ePro, Purchasing, Accounts Payable and Travel & Expenses.

For FY2018, the following Known Issues exist for the eProcurement/Purchasing Modules and could affect Fiscal Year-End Cleanup. Please visit the Known Issues section of the GeorgiaFIRST Financials website for details (http://www.usg.edu/gafirst-fin/known_issues).

- KI9.2-49_PO – Process Option Changes for Maintain Purchase Order and Express Purchase Order Pages
- KI9.2-54_PO – Monitor Approvals: Workflow Not Updated When Reqs & POs Reassigned

**Related Documentation**

The Fiscal Year-End 2018 Processing and Closing Manual provides detailed information on Year-End processing and closing. This manual is not yet available. You will receive an announcement when the Processing and Closing Manual has been released.

To view the latest documents and the Year-End Manual(s), refer to the Fiscal Year-End section of the Documentation page on the GeorgiaFIRST Financials website: https://www.usg.edu/gafirst-fin/documentation/fiscal_year_end_and_chart_of_accounts
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. (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. For USG services status, please visit http://status.usg.edu.