

ANNOUNCEMENT

TO: GeorgiaFIRST PeopleSoft Financials Users

POSTED: March 4, 2019

SUBJECT: FY2019 Year-End Cutoff Dates for Travel & Expenses and eProcurement

TRAVEL AND EXPENSES

To assist institutions using the Travel & Expenses module with completing all FY2019 travel related processing by June 30, 2019, ITS and Claire Arnold from the Office of Fiscal Affairs set the following cutoff dates:

FY2019 ITS Cutoff Dates:

| Type of Entry Into Self-Service Portal | Cutoff Date |
|--|---------------------------------|
| Travel Authorization | Wednesday, June 5, 2019 at 7 AM |
| Cash Advance | Wednesday, June 5, 2019 at 7 AM |
| Expense Sheet | Friday, June 14, 2019 at 7 AM |

Note: Core users with appropriate security roles will 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 Expenses is unavailable to institution end users.

FY2019 Institution Cutoff Dates:

| Action In Travel & Expenses Module | Cutoff Date |
|---|-----------------------|
| Deny unapproved Travel Authorizations | Monday, June 17, 2019 |
| Process final Expenses pay cycle | Friday, June 21, 2019 |
| Reconcile account 211500 and verify balance is zero | Friday, June 28, 2019 |

EPROCUREMENT

To assist institutions using the ePro module with completing all FY2019 requisition related processing by June 30, 2019, the following cutoff dates have been set:

- **Wednesday, June 5, 2019 at 7AM**, ITS will cutoff 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 cutoff on this date should use the regular BOR roles without the YE_CUTOFF ending.

Begin FY2020 Processing for Travel and Expenses and ePro:

| Who | What | When |
|--------------|--|------------------------------|
| Institutions | Update user profiles (change budget reference) – (BP: EX.030.050) | Tuesday, July 2, 2019 |
| Institutions | Update budget reference for all Requesters to new budget year (Depending on the Year-End cutoff procedures that are used at your institution, this step may have already been completed. Refer to the Fiscal Year-End Sub-Module Cleanup and Processing Manual, Part I, Step 12, or Business Process EP.080.070 Updating BUD REF for All Requesters.) | Tuesday, July 2, 2019 |
| ITS | Re-open Travel Authorization, Cash Advance and Expense Sheet entry in Self Service Portal | Friday, July 5, 2019 at 7 AM |
| ITS | Re-establish ePro entry access for the YE_CUTOFF Roles | Friday, July 5, 2019 at 7 AM |

SUPPORTING DOCUMENTATION

Additional information will be provided in the FY2019 Year-End Sub-Module Cleanup and Processing Manual that will be available in April 2019 on the GeorgiaFIRST Financials website at http://www.usg.edu/gafirst-fin/documentation/category/fiscal_year_end/.

MORE INFORMATION AND SUPPORT: For business impact issues, contact the ITS Helpdesk at helpdesk@usg.edu or https://www.usg.edu/customer_services/about_us/contact/.