

ANNOUNCEMENT

TO: GeorgiaFIRST PeopleSoft Financials Users

POSTED: February 11, 2020

SUBJECT: FY2020 Year-End Cutoff Dates for Travel & Expenses and eProcurement

TRAVEL AND EXPENSES

To assist institutions using the Travel & Expenses module with completing all FY2020 travel related processing by June 30, 2020, ITS and Diane Hickey from the Office of Fiscal Affairs set the following cutoff dates:

FY2020 ITS Cutoff Dates:

Type of Entry Into Self-Service Portal	Cutoff Date
Travel Authorization	Wednesday, June 10, 2020 at 7 a.m.
Cash Advance	Wednesday, June 10, 2020 at 7 a.m.
Expense Sheet	Friday, June 19, 2020 at 7 a.m.

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.

FY2020 Institution Cutoff Dates:

Action In Travel & Expenses Module	Cutoff Date
Deny unapproved Travel Authorizations	Monday, June 22, 2020
Process final Expenses pay cycle	Friday, June 26, 2020
Reconcile account 211500 and verify balance is zero	Monday, June 29, 2020

EPROCUREMENT

To assist institutions using the ePro module with completing all FY2020 requisition related processing by June 30, 2020, the following cutoff dates have been set:

- **Friday, June 5, 2020 at 7 a.m.**, ITS will cutoff access to ePro Requisition entry for the following roles:
 - BOR_EP_REQUESTER_YE_CUTOFF
 - BOR_EP_MAINT_REQ_YE_CUTOFF
 - BOR_EP_MANIT_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 FY2021 Processing for Travel & Expenses and eProcurement:

Who	What	When
Institutions	Update user profiles (Change budget reference - see business process EX.030.050)	Thursday, July 2, 2020*
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.)	Thursday, July 2, 2020*
ITS	Re-open Travel Authorization, Cash Advance and Expense Sheet entry in Self Service Portal	Monday, July 6, 2020 at 7 a.m.
ITS	Re-establish ePro entry access for the YE_CUTOFF Roles	Monday, July 6, 2020 at 7 a.m.

***Actual date may vary depending on the institution's schedule.**

SUPPORTING DOCUMENTATION

Additional information will be provided in the FY2020 Year-End Sub-Module Cleanup and Processing Manual that will be available in April 2020 on the [GeorgiaFIRST Financials website](#).

MORE INFORMATION AND SUPPORT: For business impact issues, contact the ITS Helpdesk at helpdesk@usg.edu or via the [ITS Customer Services website](#).

