

ANNOUNCEMENT

TO: GeorgiaFIRST PeopleSoft Financials Users

POSTED: February 10, 2021

SUBJECT: FY2021 Year-End Cutoff Dates for Travel & Expenses and eProcurement

TRAVEL AND EXPENSES

To assist institutions using the Travel & Expenses module with completing all FY2021 travel related processing by June 30, 2021, ITS, Jeff Davis and Brad Freeman from the Office of Fiscal Affairs set the following cutoff dates:

FY2021 ITS Cutoff Dates:

Type of Entry Into Self-Service Portal	Cutoff Date
Travel Authorization	Wednesday, June 9, 2021 at 7 a.m.
Cash Advance	Wednesday, June 9, 2021 at 7 a.m.
Expense Sheet	Friday, June 18, 2021 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.

FY2021 Institution Cutoff Dates:

Action In Travel & Expenses Module	Cutoff Date
Deny unapproved Travel Authorizations	Monday, June 21, 2021
Process final Expenses pay cycle	Friday, June 25, 2021
Reconcile account 211500 and verify balance is zero	Monday, June 28, 2021

ePROCUREMENT

To assist institutions using the ePro module with completing all FY2021 requisition related processing by June 30, 2021, the following cutoff dates have been set:

- **Friday, June 4, 2021 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_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 FY2022 Processing for Travel & Expenses and eProcurement:

Who	What	When
Institutions	Update user profiles (Change budget reference - see EX.030.050 - Updating the Budget Reference at Fiscal Year-End)	Friday, July 2, 2021*
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 1, Step 12 or Business Process EP.080.070 - Updating BUD REF for All Requesters).	Friday, July 2, 2021*
ITS	Re-open Travel Authorization, Cash Advance and Expense Sheet entry in Self Service Portal	Monday, July 5, 2021 at 7 a.m.
ITS	Re-establish ePro entry access for the YE_CUTOFF Roles	Monday, July 5, 2021 at 7 a.m.

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

SUPPORTING DOCUMENTATION

Additional information will be provided in the FY2021 Year-End Sub-Module Cleanup and Processing Manual that will be available in April 2021 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](#).