

## ANNOUNCEMENT

**TO:** GeorgiaFIRST PeopleSoft Financials Users

**POSTED:** March 24, 2023

**SUBJECT:** FY2023 Year-End Cutoff Dates for Travel & Expenses and eProcurement

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### **TRAVEL AND EXPENSES**

To assist institutions using the Travel & Expenses module with completing all FY2022 travel related processing by June 30, 2023, ITS, Jeff Davis and Amanda Bibby from the Office of Fiscal Affairs set the following cutoff dates:

#### **FY2023 ITS Cutoff Dates:**

<b>Type of Entry Into Self-Service Portal</b>	<b>Cutoff Date</b>
Travel Authorization	Friday, June 9, 2023, at 7 a.m.
Cash Advance	Friday, June 9, 2023, at 7 a.m.
Expense Sheet	Friday, June 16, 2023, 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.

**FY2023 Institution Cutoff Dates:**

Action In Travel & Expenses Module	Cutoff Date
Deny unapproved Travel Authorizations	Monday, June 19, 2023
Process final Expenses pay cycle	Friday, June 23, 2023
Reconcile account 211500 and verify balance is zero	Monday, June 26, 2023

**ePROCUREMENT**

To assist institutions using the ePro module with completing all FY2021 requisition related processing by June 30, 2022, the following cutoff dates have been set:

- **Friday, June 2, 2023, at 7 a.m.**, ITS will cut off 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 FY2024 Processing for Travel & Expenses and eProcurement:**

Who	What	When
Institutions	Update user profiles  (Change budget reference - see <a href="#">EX.030.050 - Updating the Budget Reference at Fiscal Year-End</a> )	Friday, July 7, 2023*
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 <a href="#">EP.080.070 - Updating BUD REF for All Requesters</a> ).	Friday, July 7, 2023*
ITS	Re-open Travel Authorization, Cash Advance and Expense Sheet entry in Self Service Portal	Friday, July 7, 2023, at 7 a.m.
ITS	Re-establish ePro entry access for the YE_CUTOFF Roles	Friday, July 7, 2023, at 7 a.m.

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

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