

## ANNOUNCEMENT

**TO:** GeorgiaFIRST PeopleSoft Financials Users

**POSTED:** March 5, 2024

**SUBJECT:** FY2024 Year-End Cutoff Dates for Travel & Expenses and eProcurement

### **TRAVEL AND EXPENSES**

To assist institutions using the Travel & Expenses module with completing all FY2024 travel related processing by June 30, 2024, ITS, Jeff Davis and Amanda Bibby from the Office of Fiscal Affairs set the following cutoff dates:

#### **FY2024 ITS Cutoff Dates:**

Type of Entry Into Self-Service Portal	Cutoff Date
Travel Authorization	Friday, June 7, 2024, at 7 a.m.
Cash Advance	Friday, June 7, 2024, at 7 a.m.
Expense Sheet	Friday, June 14, 2024, 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.

#### **FY2024 Institution Cutoff Dates:**

Action In Travel & Expenses Module	Cutoff Date
Deny unapproved Travel Authorizations	Tuesday, June 18, 2024

Process final Expenses pay cycle	Friday, June 21, 2024
Reconcile account 211500 and verify balance is zero	Monday, June 24, 2024

**ePROCUREMENT**

To assist institutions using the ePro module with completing all FY2024 requisition related processing by June 30, 2024, the following cutoff dates have been set:

- **Monday, June 3, 2024, 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 FY2025 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 5, 2024*
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</a> )	Friday, July 5, 2024*

	<a href="#">for All Requesters</a> ).	
ITS	Re-open Travel Authorization, Cash Advance and Expense Sheet entry in Self Service Portal	Friday, July 5, 2024, at 7 a.m.
ITS	Re-establish ePro entry access for the YE_CUTOFF Roles	Friday, July 5, 2024, at 7 a.m.

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

**SUPPORTING DOCUMENTATION**

Additional information is provided in the FY2024 Year-End Sub-Module Cleanup and Processing Manual that is available now on the [GeorgiaFIRST Financials website](#).

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**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](#).