

**SUBJECT:** FY2015 Year-End Cutoff Dates for ePro and Travel & Expenses

**POSTED:** April 30, 2015

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**TRAVEL AND EXPENSES**

In order to assist institutions using the Travel & Expenses module with completing all FY2015 travel related processing by June 30<sup>th</sup>, ITS and Claire Arnold from the Office of Fiscal Affairs have set the following cutoff dates:

FY2015 **ITS** Cutoff Dates:

1. Cutoff **Travel Authorization** entry in Self Service Portal – **Thursday, June 11, 2015 at 7 AM**
2. Cutoff **Cash Advance** entry in Self Service Portal – **Thursday, June 11, 2015 at 7 AM**
3. Cutoff **Expense Sheet** entry in Self Service Portal – **Thursday, June 18, 2015 at 7 AM**

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

FY2015 **Institution** Cutoff Dates:

1. Deny all unapproved Travel Authorizations – **Friday, June 19, 2015**
2. Liquidate hanging encumbrances associated with Travel Authorizations – **Wednesday, June 24, 2015**
3. Process final Expenses pay cycle – **Friday, June 26, 2015**
4. Reconcile account 211500 and verify balance is zero – **Tuesday, June 30, 2015**

**EPROCUREMENT**

In order to assist institutions using the ePro module with completing all FY2015 requisition related processing by June 30<sup>th</sup>, ITS and Claire Arnold from the Office of Fiscal Affairs have set the following cutoff date:

1. **Wednesday, June 10, 2015 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 FY2016 Processing for Travel and Expenses and ePro:**

1. **Institutions** – update user profiles (change budget reference) – **July 1, 2015** (BP: EX.030.050)
2. **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 Manual Module 3, Step 12 or Business Process EP.080.070 Updating BUD REF for All Requesters).
3. **ITS** – re-open Travel Authorization, Cash Advance and Expense Sheet entry in Self Service Portal – **Monday, July 6, 2015 at 7 AM**
4. **ITS** – re-establish ePro entry access for the YE\_CUTOFF Roles – **Monday, July 6, 2015 at 7 AM**

**SUPPORTING DOCUMENTATION**

Additional information will be provided in the FY2015 Year-End Manual that is currently being updated by the Office of Fiscal Affairs and will be posted to the GeorgiaFirst Financials website at [http://www.usg.edu/gafirst-fin/documentation/category/fiscal\\_year\\_end/](http://www.usg.edu/gafirst-fin/documentation/category/fiscal_year_end/).

**MORE INFORMATION AND SUPPORT**

For business impact emergency issues, contact the ITS Helpdesk immediately at 706-583-2001 or 1-888-875-3697 (toll free within Georgia). For non-urgent issues, contact the ITS Helpdesk via the self-service support website at [http://www.usg.edu/customer\\_services](http://www.usg.edu/customer_services). (This service requires a user ID and password. E-mail [helpdesk@usg.edu](mailto:helpdesk@usg.edu) to obtain self-service login credentials.)

**ADDITIONAL RESOURCES**

For information about ITS maintenance schedules or Service Level Guidelines, please visit [http://www.usg.edu/customer\\_services/service\\_level\\_guidelines](http://www.usg.edu/customer_services/service_level_guidelines). For USG services status, please visit <http://status.usg.edu>.