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## Announcement

**TO:** GeorgiaFIRST PeopleSoft Financials Users

**POSTED:** March 29, 2018

**SUBJECT:** Availability of FY2018 Year-End Sub-Module Cleanup and Processing Manual

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The *Fiscal Year-End 2018 Sub-Module Cleanup and Processing* manual is available today, Thursday, March 29, 2018, and includes information related to ePro, Purchasing, Accounts Payable and Travel & Expenses.

For FY2018, the following Known Issues exist for the eProcurement/Purchasing Modules and could affect Fiscal Year-End Cleanup. Please visit the Known Issues section of the GeorgiaFIRST Financials website for details ([http://www.usg.edu/gafirst-fin/known\\_issues](http://www.usg.edu/gafirst-fin/known_issues)).

- KI9.2-49\_PO – Process Option Changes for Maintain Purchase Order and Express Purchase Order Pages
- KI9.2-54\_PO – Monitor Approvals: Workflow Not Updated When Reqs & POs Reassigned

### **Related Documentation**

The *Fiscal Year-End 2018 Processing and Closing Manual* provides detailed information on Year-End processing and closing. This manual is not yet available. You will receive an announcement when the *Processing and Closing Manual* has been released.

To view the latest documents and the Year-End Manual(s), refer to the Fiscal Year-End section of the Documentation page on the GeorgiaFIRST Financials website: [https://www.usg.edu/gafirst-fin/documentation/fiscal\\_year\\_end\\_and\\_chart\\_of\\_accounts](https://www.usg.edu/gafirst-fin/documentation/fiscal_year_end_and_chart_of_accounts)

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**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>.

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