

ANNOUNCEMENT

TO: GeorgiaFIRST Financials Users

POSTED: June 5, 2019

SUBJECT: FY2019 Year-End Travel & Expense and ePro Cutoff Dates

As per the year-end cutoff schedule, access to the following was removed this morning:

- Entry into Self-Service portal for Travel Authorizations and Cash Advances
- Entry access to ePro Requisitions for the following roles:
 - BOR_EP_REQUESTER_YE_CUTOFF
 - BOR_EP_MAINT_REQ_YE_CUTOFF
 - BOR_EP_MANIT_REQ_SCI_YE_CUTOFF

For a full list of year-end Travel and Expenses and ePro cutoff dates, see schedule below:

TRAVEL AND EXPENSES

To assist institutions using the Travel & Expenses module with completing all FY2019 travel related processing by June 30, 2019, ITS and Claire Arnold from the Office of Fiscal Affairs set the following cutoff dates:

FY2019 ITS Cutoff Dates:

Type of Entry Into Self-Service Portal	Cutoff Date
Travel Authorization	Today, June 5, 2019 at 7 a.m.
Cash Advance	Today, June 5, 2019 at 7 a.m.
Expense Sheet	Friday, June 14, 2019 at 7 a.m.

Note: Core users with appropriate security roles 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 end users.

FY2019 Institution Cutoff Dates:

Action In Travel & Expenses Module	Cutoff Date
Deny unapproved Travel Authorizations	Monday, June 17, 2019
Process final Expenses pay cycle	Friday, June 21, 2019
Reconcile account 211500 and verify balance is zero	Friday, June 28, 2019

EPROCUREMENT

To assist institutions using the ePro module with completing all FY2019 requisition related processing by June 30, 2019, the following cutoff dates were set:

- **Today, June 5, 2019 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_MANIT_REQ_SCI_YE_CUTOFF

Note: Institutions that do not wish to have ePro Requisition entry cutoff on this date should use regular BOR roles without the YE_CUTOFF ending.

BEGIN PROCESSING FOR FY2020 TRAVEL AND EXPENSES, AND EPRO:

Who	What	When
Institutions	Update user profiles (See Change Budget Reference Business Process EX.030.050)	Tuesday, July 2, 2019
Institutions	Update budget reference for all Requesters to new budget year (Depending on the Year-End cutoff procedures used at the institution, this step may already be complete. Refer to the Fiscal Year-End Sub-Module Cleanup and Processing Manual, Part I, Step 12, or Business Process EP.080.070 Updating BUD REF for All Requesters.)	Tuesday, July 2, 2019
ITS	Re-open Travel Authorization, Cash Advance and Expense Sheet entry in Self Service Portal	Friday, July 5, 2019 at 7 AM
ITS	Re-establish ePro entry access for the YE_CUTOFF Roles	Friday, July 5, 2019 at 7 AM

SUPPORTING DOCUMENTATION

Additional information provided in the FY2019 Year-End Sub-Module Cleanup and Processing Manual as well as Year-End 2019 Workshop presentations, refer to the Chart of Accounts and Fiscal Year-End section under Documentation on the [GeorgiaFIRST Financials website](#).

MORE INFORMATION AND SUPPORT: For business impact issues, contact the ITS Helpdesk at helpdesk@usg.edu or https://www.usg.edu/customer_services/about_us/contact/.

