Announcement

SUBJECT: FY2016 Year-End Cutoff Dates for ePro and Travel & Expenses

POSTED: February 22, 2016

TRAVEL AND EXPENSES

In order to assist institutions using the Travel & Expenses module with completing all FY2016 travel related processing by June 30th, ITS and Claire Arnold from the Office of Fiscal Affairs have set the following cutoff dates:

FY2016 **ITS** Cutoff Dates:

1. Cutoff **Travel Authorization** entry in Self Service Portal – **Thursday**, **June 9, 2016 at 7 AM**
2. Cutoff **Cash Advance** entry in Self Service Portal – **Thursday**, **June 9, 2016 at 7 AM**
3. Cutoff **Expense Sheet** entry in Self Service Portal – **Thursday**, **June 16, 2016 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.

FY2016 **Institution** Cutoff Dates**:**

1. Deny all unapproved Travel Authorizations – **Friday, June 17, 2016**
2. Liquidate hanging encumbrances associated with Travel Authorizations – **Wednesday**, **June 22, 2016**
3. Process final Expenses pay cycle – **Friday, June 24, 2016**
4. Reconcile account 211500 and verify balance is zero – **Thursday, June 30, 2016**

EPROCUREMENT

In order to assist institutions using the ePro module with completing all FY2016 requisition related processing by June 30th, ITS and Claire Arnold from the Office of Fiscal Affairs have set the following cutoff date:

1. **Wednesday, June 8, 2016 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 FY2017 Processing for Travel and Expenses and ePro:

1. **Institutions** – update user profiles (change budget reference) – **July 1, 2016** (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 – **Tuesday, July 5, 2016 at 7 AM**
4. **ITS** – re-establish ePro entry access for the YE_CUTOFF Roles – **Tuesday, July 5, 2016 at 7 AM**

SUPPORTING DOCUMENTATION

Additional information will be provided in the FY2016 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/.

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. (This service requires a user ID and password. E-mail 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. For USG services status, please visit http://status.usg.edu.