

ANNOUNCEMENT

TO: GeorgiaFIRST PeopleSoft Financials Users

POSTED: March 5, 2025

SUBJECT: FY2025 Year-End Cutoff Dates for Travel & Expenses and eProcurement

TRAVEL AND EXPENSES

To assist institutions using the Travel & Expenses module with completing all FY2025 travel related processing by Monday, June 30, 2025, ITS, Jeff Davis and Amanda Bibby from the Office of Fiscal Affairs set the following cutoff dates:

FY2025 ITS Cutoff Dates:

Type of Entry Into Self-Service Portal	Cutoff Date
Travel Authorization	Friday, June 6, 2025, at 7 a.m.
Cash Advance	Friday, June 6, 2025, at 7 a.m.
Expense Sheet	Friday, June 13, 2025, 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.

FY2025 Institution Cutoff Dates:

Action In Travel & Expenses Module	Cutoff Date
Deny unapproved Travel Authorizations	Tuesday, June 17, 2025

Process final Expenses pay cycle	Friday, June 20, 2025
Reconcile account 211500 and verify balance is zero	Wednesday, June 25, 2025

ePROCUREMENT

To assist institutions using the ePro module with completing all FY2025 requisition related processing by Monday, June 30, 2025, the following cutoff dates have been set:

- **Monday, June 2, 2025, 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 EX.030.050 - Updating the Budget Reference at Fiscal Year-End)	Monday, July 7, 2025*
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 EP.080.070 - Updating BUD REF)	Monday, July 7, 2025*

	for All Requesters).	
ITS	Re-open Travel Authorization, Cash Advance and Expense Sheet entry in Self Service Portal	Monday, July 7, 2025, at 7 a.m.
ITS	Re-establish ePro entry access for the YE_CUTOFF Roles	Monday, July 7, 2025, at 7 a.m.

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

SUPPORTING DOCUMENTATION

Additional information is provided in the FY2025 Year-End Sub-Module Cleanup and Processing Manual that will be available on the [GeorgiaFIRST Financials website](#) on March 14, 2025.

MORE INFORMATION AND SUPPORT: If you have questions or concerns, please contact the GeorgiaFIRST Support team at support@usg.edu.