



## ANNOUNCEMENT

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**BJEC** : FY2024 Year-End Cutoff Dates for Travel & Expenses and eProcurement

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Process final Expenses pay cycle	Friday, June 21, 2024
Reconcile account 211500 and verify balance is zero	Monday, June 24, 2024

To assist institutions using the ePro module with completing all FY2024 requisition related processing by June 30, 2024, the following cutoff dates have been set:!

As of **6/20/2024**, ITS will cutoff access to ePro Requisition entry for the following roles:

- o BOR\_EP\_REQUESTER\_YE\_CUTOFF
- o BOR\_EP\_MAINT\_REQ\_YE\_CUTOFF
- o BOR\_EP\_MAINT\_REQ\_SCI\_YE\_CUTOFF

Institutions that wish to have the ePro Requisition entry cutoff on this date should use the regular BOR roles without the YE\_CUTOFF ending.

<b>6/20/2024</b>	<b>&amp;</b>	
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Update user profiles

Institutions (Change budget reference - see [EX.030.050 - Updating the Budget Reference at Financials](#))

