

## FISCAL YEAR END 2023 Fact Sheet

### Accounts Receivable

**Department Use:** For use by departments in the timely processing of transactions. Accounts Receivable transactions cannot be backdated. Situations may occur that require processing outside of the dates listed below. Please consult your division's Chief Business Officer or the Office of Student Finance at [melissa.dietrich@UND.edu](mailto:melissa.dietrich@UND.edu) for additional guidance.

The deadline to request an Emplid# and/or an External Org ID for Accounts Receivable transactions is June 28.

The deadline to submit Accounts Receivable charges and credits is 4:30 pm on Wednesday, June 28.

Accounts Receivable transactions **cannot** be backdated. If goods or services were provided by UND on or before 6/30/23 and were not posted to the accounts receivable system, please contact [jodi.morgan@und.edu](mailto:jodi.morgan@und.edu).

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**June 28** Last day to submit a request for an Emplid# and/or External Org ID for AR transactions

**June 28** Accounts Receivable charges and credits are due by 4:30 pm.