FISCAL YEAR END 2022

What are the deadlines?

Department Use: For use by departments in the timely processing of transactions. Situations may occur that require processing outside of the dates listed below. Please consult your division’s Chief Business Officer, or Procurement & Payment Services at UND.pps@UND.edu for additional guidance.

After all transactions have posted to the ledger for fiscal year 2022, central finance will notify departments that the actuals ledger has closed.

For additional information on each of the dates below, please review the associated Fiscal Year End 2022 Fact Sheets.

June 24  Last day to place an order through UND Marketplace (Jaggaer) and have the possibility of it being posted using FY22 funding. If an order submitted before June 26 is not fully receipted before July 10 with a receipt date of June 30 or earlier and not fully invoiced as of July 10, it will not be paid using FY22 funds and will be rolled over to FY23.
Questions? UND.pps@UND.edu

June 25-30  UND Marketplace (Jaggaer) order placed during this time period will be held by UND PPS and not submitted to suppliers until July 1
Questions? UND.pps@UND.edu

June 28  Accounts Receivable charges and credits are due by 4:30pm.
Questions? melissa.dietrich@UND.edu

June 29  All departmental deposits (cash/checks/credit card) are due by 4:00pm. Cash and Checks must be dropped off to the Twamley drop box (room 107) by 4:00pm

(NOTE: Please watch for communication in June regarding an upcoming change to the departmental deposit process. The process for departmental deposits will transition from the current electronic form to a process in Campus Solutions. Training documents will be provided to campus, however, this change may occur prior to fiscal year-end.
Questions? Contact your division’s finance department or central finance at und.treasury@UND.edu

June 29  All payments on account and the associated check and account number must be delivered to One Stop Student Services by 4:00pm, located in the Memorial Union Room 302
July 01  Orders placed in UND Marketplace (Jaggaer) during the hold period will budget check against the FY23 budget and then be submitted to suppliers
Questions? UND.pps@UND.edu

July 01  Last day to submit payroll retroactive forms for fiscal year 2022
Questions? Consult your division’s finance department or payroll services at trish.muir@UND.edu

July 08  Last day for expenses on state grants to be processed by Grants and Contracts Accounting
Questions? Contact your Grant & Contract Accounting Grants Officer

July 11  Last day to receipt a product to June 30th for purchases made in UND Marketplace (Jaggaer)
Questions? UND.pps@UND.edu

July 11  Last day to approve and route a FY22 travel and expense report to central finance for review
Questions? UND.pps@UND.edu

July 11  Last day for a June payment request to be approved by the department and routed to payment services for payment with FY22 funds
Questions? UND.pps@UND.edu

July 11  Last day for a journal voucher to be approved for posting to FY22
Questions? UND.pps@UND.edu

July 15  Last day for a journal entry or journal import to be approved and routed to central finance for review to post to FY22
Questions? Contact your division’s finance department or central finance at melissa.mager@UND.edu