

---

## FISCAL YEAR END 2023

### 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](mailto:UND.pps@UND.edu) for additional guidance.

After all transactions have posted to the ledger for fiscal year 2023, 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 2023 Fact Sheets.

---

- June 23** Last day to place an order through UND Marketplace (Jaggaer) and have the possibility of it being posted using FY23 funding. If an order submitted before June 24 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 FY23 funds and will be rolled over to FY24. Questions? [UND.pps@UND.edu](mailto:UND.pps@UND.edu)
- June 24-30** UND Marketplace (Jaggaer) orders placed during this time period will be held by UND PPS and not submitted to suppliers until July 3. Questions? [UND.pps@UND.edu](mailto:UND.pps@UND.edu)
- June 28** Accounts Receivable charges and credits are due by 4:30 pm. Questions? [melissa.dietrich@UND.edu](mailto:melissa.dietrich@UND.edu)
- June 29** All departmental deposits (cash/checks/credit card) are due by 4:00 pm. Cash and Checks must be dropped off to the Twamley drop box (room 107) by 4:00 pm. Questions? Contact your division's finance department or central finance at [UND.treasury@UND.edu](mailto:UND.treasury@UND.edu)
- All payments on student accounts, the associated check, and account number must be delivered to One Stop Student Services by 3:00 pm, located in the Memorial Union Room 302.
- June 30** Last day to submit payroll retroactive forms for fiscal year 2023. Questions? Consult your division's finance department or payroll services at [trish.muir@UND.edu](mailto:trish.muir@UND.edu)
- July 3** Orders placed in UND Marketplace (Jaggaer) during the hold period will budget check against the FY24 budget and then be submitted to suppliers. Questions? [UND.pps@UND.edu](mailto:UND.pps@UND.edu)

- July 10** Last day to receipt a product to June 30 and have all invoice approvals completed for purchases made in UND Marketplace (Jaggaer)  
Questions? [UND.pps@UND.edu](mailto:UND.pps@UND.edu)
- July 12** Last day for a June payment request to be approved by the department and routed to payment services for payment with FY23 funds  
Questions? [UND.pps@UND.edu](mailto:UND.pps@UND.edu)
- Last day to approve and route a FY23 travel and expense report to central finance for review  
Questions? [UND.pps@UND.edu](mailto:UND.pps@UND.edu)
- Last day for a journal voucher to be approved for posting to FY23  
Questions? [UND.pps@UND.edu](mailto:UND.pps@UND.edu)
- July 13** Last day for expenses on state grants to be processed by Grants and Contracts Accounting  
Questions? Contact your [Grant & Contract Accounting Grants Officer](#)
- July 14** Last day for a journal entry or journal import to be approved and routed to central finance for review to post to FY23  
Questions? Contact your division's finance department or central finance at [und.journalimports@und.edu](mailto:und.journalimports@und.edu)