
FISCAL YEAR END 2024 Fact Sheet

Purchases Made in UND Marketplace (Jaggaer)

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 PPS at UND.pps@UND.edu for additional guidance.

- Submit orders through UND Marketplace (Jaggaer) by **June 21** for purchases the department wants to make with FY24 funds and that the department expects can be delivered on or before June 30.
 - Any purchase orders placed in FY24 that are open at the close of business on July 9, 2024 will be rolled over to FY25.
- For all goods received and services performed on or before 6/30, all **receipting** and invoice approvals must be complete by close of business on July 10. If the receipting and invoice approvals process for these orders is not completed by July 10, FY25 funds will be used for these purchases.
 - The receipt date field in UND Marketplace (Jaggaer) is flexible. A department can process a receipt through July 9 for an order that was physically received in June but the receipt had not yet been entered. When creating the receipt, a department should change the receipt date back to 6/30/24. If this date is after 6/30/24, the invoice will be processed with FY25 funds.
- During the time period June 22 through June 30, UND Marketplace (Jaggaer) users will be allowed to place orders in UND Marketplace. However, all orders placed during this time period will be manually held by the UND PPS team and not submitted to the supplier until July 1 and be paid using FY25 funding. When the order is originally placed it will budget check against the FY24 budget. Before the order is submitted to the supplier on July 1 it will budget check against the FY25 budget. This hold is being done to reduce the volume of open purchase orders at the end of FY24 that are required to be rolled over to FY25.
- If a department has emergency purchases from June 22 to June 30, UND PPS recommends calling the vendor directly and using your P-Card. Keep in mind that purchases made near the end of the month may or may not post to that month based on the vendor’s processing guidelines. See the “FISCAL YEAR END 2024 Fact Sheet: JP Morgan Purchasing Card” document for more information.
- Work with the vendors to ensure that the invoicing and the delivery of goods/services occur on or before June 30. **Payment Request forms must be fully approved by July 10** for invoices received by the department.
 - On the Payment Request Form, indicate which fiscal year the invoice should be expensed in.

Invoice to be applied to fiscal year: ★

Business Purpose ★

Please select... ▼

Please select...

FY 24

FY 25

Purchases Made in UND Marketplace (Jaggaer) - continued

- UND Marketplace (Jaggaer) PO's that have been fully receipted and invoiced by June 30 are closed automatically by UND Marketplace.
- Any open purchase orders open with greater than \$25 in UND Marketplace at fiscal year-end will be rolled & paid from your next year's (FY25) budget.
- All UND Marketplace supplier catalog vendors' invoices will route directly to UND Marketplace for processing.
- If the invoice does not have a UND Marketplace (Jaggaer) PO, this will create a non-PO invoice in UND Marketplace, which will route to Payment Services for review.
 - The department will need to comment if the invoice is for FY24 or FY25

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- June 21** Last day to place an order through UND Marketplace (Jaggaer) and have the possibility of it being paid using FY24 funding. If an order submitted on or before June 21 is not fully receipted before July 9 with a receipt date of June 30 or earlier and not fully invoiced as of July 10, it will not be paid using FY24 funds and will be rolled over to FY25.
- June 22-30** UND Marketplace (Jaggaer) orders placed during this time period will be held by UND PPS and not submitted to suppliers until July 1.
- July 1** Orders placed in UND Marketplace (Jaggaer) during the hold period will budget check again the FY25 budget and then be submitted to suppliers.
- July 9** Last day to receipt a product back to June 30th in UND Marketplace (Jaggaer) (invoice must also be received in UND Marketplace) and last day to submit a Payment Request form for FY24 invoices.