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## FISCAL YEAR END 2024

### 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 2024, 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 2024 Fact Sheets.

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- June 21** Last day to place an order through UND Marketplace (Jaggaer) and have the possibility of it being posted using FY24 funding. If an order submitted 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 9, it will not be paid using FY24 funds and will be rolled over to FY25. Questions? [UND.pps@UND.edu](mailto:UND.pps@UND.edu)
- 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. Questions? [UND.pps@UND.edu](mailto:UND.pps@UND.edu)
- June 26** Accounts Receivable charges and credits are due by 4:30 pm Questions? [melissa.dietrich@UND.edu](mailto:melissa.dietrich@UND.edu)
- June 27** All electronic departmental deposit forms and the delivery of the associated cash/checks are due in the dropbox at 1301 Ralph Engelstad Arena Drive OR in the drop box located in Twamley, Room 107 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 28** Any credit card transactions that occurred on June 28 where the credit card terminal can be closed by 3:00 PM on June 28 should be submitted as a departmental deposit on June 28.

- July 1** Last day to submit payroll retroactive forms for fiscal year 2024  
Questions? Consult your division's finance department or payroll services at [trish.muir@UND.edu](mailto:trish.muir@UND.edu)
- Orders placed in UND Marketplace (Jaggaer) during the hold period will budget check against the FY25 budget and then be submitted to suppliers.  
Questions? [UND.pps@UND.edu](mailto:UND.pps@UND.edu)
- July 9** 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 10** Last day for a June payment request to be approved by the department and routed to payment services for payment with FY24 funds  
Questions? [UND.pps@UND.edu](mailto:UND.pps@UND.edu)
- Last day to approve and route a FY24 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 FY24  
Questions? [UND.pps@UND.edu](mailto:UND.pps@UND.edu)
- July 11** Last day for non-payroll expenses to post to state grants  
Questions? Contact your [Grant & Contract Accounting Grants Officer](#)
- July 12** Last day for a journal entry or journal import to be approved and routed to Central Finance for review to post to FY24.  
Questions? Contact your division's finance department or Central Finance at [und.journalimports@und.edu](mailto:und.journalimports@und.edu)

## FISCAL YEAR END 2024 Fact Sheet

### JP Morgan Purchasing Card

**Department Use:** Deadlines to reallocate JP Morgan purchasing card transactions are listed below. Departments are encouraged to re-allocate on a daily basis. If a department is unable to re-allocate prior to the deadline and wishes to correct the funding chartfields that posted, the department must submit a journal voucher prior to the journal voucher deadline. Please contact PPS at [UND.pps@UND.edu](mailto:UND.pps@UND.edu) for additional guidance.

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. Example: a purchase made by a UND employee with a purchasing card on June 28 may not post to JP Morgan until July. This is a July transaction and will post to the next fiscal year.

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<b>May 31</b>	Last day to reallocate JP Morgan purchasing card transactions from May 1 – May 15
<b>June 5</b>	Last day to reallocate JP Morgan purchasing card transactions from May 16 – May 31
<b>June 12</b>	Last day to reallocate JP Morgan purchasing card transactions from June 1 – June 6
<b>June 19</b>	Last day to reallocate JP Morgan purchasing card transactions from June 7 – June 13
<b>June 26</b>	Last day to reallocate JP Morgan purchasing card transactions from June 14 – June 23
<b>July 3</b>	Last day to reallocate JP Morgan purchasing card transactions from June 24 – June 28

## FISCAL YEAR END 2024 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 26.

The deadline to submit Accounts Receivable charges and credits is 4:30 pm on Wednesday, June 26.

Accounts Receivable transactions **cannot** be backdated. If goods or services were provided by UND on or before 6/30/24 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 26** Last day to submit a request for an Emplid# and/or External Org ID for AR transactions

**June 26** Accounts Receivable charges and credits are due by 4:30 pm.

## FISCAL YEAR END 2024 Fact Sheet

### Departmental Deposits

**Department Use:** For use by departments in the timely processing of deposits. Situations may occur that require processing outside of the dates listed below. Please consult your division's Chief Business Officer or Central Finance at [UND.treasury@UND.edu](mailto:UND.treasury@UND.edu) for additional guidance.

#### Checks/Cash Departmental Deposits:

All payments (cash or checks) received by a department on or before June 27, must be submitted for deposit by June 27. Please complete an [electronic deposit form](#) and drop off cash and checks at the drop box located at 1301 Ralph Engelstad Arena Drive OR in the drop box located in Twamley, Room 107.

#### Credit Card Departmental Deposits:

All credit card payments received by a department on or before June 27, must be submitted for deposit by June 28. If it is possible for a department to close their credit card terminal for June 28 by 3:00 PM on June 28, please submit these credit card payments on June 28. Credit card payments for any credit card terminals that are closed after 3:00 PM on June 28 will be processed in July 2024.

#### Checks related to student accounts:

Departments who are submitting checks to be applied to a student account, please submit checks and student ID to One Stop Student Services, Memorial Union Room 302, no later than 3:00 pm on June 27. Please do not drop student payments in the 1301 Ralph Engelstad Arena Drive or Twamley dropboxes. Any checks related to student payments dropped in the 1301 Ralph Engelstad Arena Drive or Twamley dropboxes will not be processed by the end of the fiscal year.

For departments accepting cash or checks, please practice procedures listed on [UND Treasury webpage](#).

For information about looking up a deposit, please [click here](#).

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**June 27** All electronic departmental deposit forms and the delivery of the associated cash/checks are due in the dropbox at 1301 Ralph Engelstad Arena Drive OR in the drop box located in Twamley, Room 107.

All payments on student accounts and 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 28** Any credit card transactions that occurred on June 28 where the credit card terminal can be closed by 3:00 PM on June 28 should be submitted as a departmental deposit on June 28.

## FISCAL YEAR END 2024 Fact Sheet

### Payroll

**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 payroll services at [trish.muir@UND.edu](mailto:trish.muir@UND.edu) for additional guidance.

July 15 Payday (Pay period June 16-30)

- Salary and all fringes will be accrued back to FY24
- The salary and fringes backdated to FY24 excludes the health insurance expense. The health insurance expense is posted to FY25, not FY24

July 31 Payday (Pay period July 1-15)

- Salary and all fringes will be charged to FY25

Reminders:

- All appointments will crossover to the next fiscal year
  - Salary increases for single occupant positions will also crossover to the new fiscal year
  - Pool positions will NOT crossover to the new fiscal year, and new payroll forms must be completed. If the salary funding was not made in the budget module, payroll forms will need to be completed
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**July 1** Retroactive adjustments are strongly discouraged. This is the last day to submit any FY24 retroactive adjustments to be processed.

**July 9** Review registers for PPE 6/30 (final payroll for FY24).

**July 10** Confirm PPE 6/30 (final payroll for FY24).

## 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](mailto: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 30<sup>th</sup> in UND Marketplace (Jaggaer) (invoice must also be received in UND Marketplace) and last day to submit a Payment Request form for FY24 invoices.



## **FISCAL YEAR END 2024 Fact Sheet**

### **Grant & Contract Accounting: State of ND Awards**

*Grants and Contracts is required to submit June invoices for State-funded awards no later than July 15, 2024. State agencies do not grant special permission to rebill or extend the July 15, 2024 deadline.*

All State-funded awards ending June 30, 2024, must be FINAL invoiced by July 15, 2024. Therefore, it is critical for departments to ensure all expenses have posted in time for G&C to complete final invoicing by the July 15 due date.

In order to meet this deadline, G&C is requiring all expenses on state grants to be **approved and posted** in PeopleSoft Finance by the end of day on **Thursday, July 11, 2024**. This includes vouchers, journal entries/imports, journal vouchers, and travel & expense reports. If you are aware of a pending expense that will not post by this date but that should be invoiced on 7/15, you must inform your grants officer via email by **4:30 PM on July 11**. The email should be flagged as high importance and the subject line should read "TIME SENSITIVE."

Please note that Central Finance may have a later deadline to submit a FY2024 transaction. If you need to process a FY2024 expense on a State-funded grant, you must ensure this expense is submitted and **posted** by the G&C deadline of **July 11**. Without prior notification, any items posting after this date become the responsibility of the department.

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| <b>July 11</b> | All non-payroll expenses on state grants must be posted by Thursday, July 11, 2024. |
| <b>July 12</b> | G&C begins process of reviewing state grants for final invoicing.                   |
| <b>July 15</b> | Final invoices for state grants are due to the State of North Dakota.               |

If you need additional guidance with the fiscal year end close out of your State of North Dakota grant award, contact your [Grant & Contract Accounting Grants Officer](#).

## FISCAL YEAR END 2024 Fact Sheet

### Travel and Expense

**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 payment services at [UND.pps@UND.edu](mailto:UND.pps@UND.edu) for additional guidance.

UND Central Finance encourages departments to make purchases through UND Marketplace (Jaggaer) when appropriate, or by use of a UND purchasing card. For all other reimbursements, please be aware of the following reminders:

- Expense reports should be submitted on a "per trip" basis.
- Please remind faculty that all expense reports need to be submitted prior to the faculty leaving for the summer.
- Registration fees incurred on or prior to June 30 to reserve a spot at a FY25 conference will be paid from FY24 funds.
- For travel that crosses the June month end:
  - The expense report will be submitted in July.
  - If the majority of the travel happens in June, post to FY24 – if there are more days of travel in July post to FY25.
- Approved/accounting date
  - Approved/accounting date will be June until the cutoff date of July 10.
  - Reports approved after July 10, will have a July submission/accounting date in FY25.
- Subscriptions & Memberships
  - New subscriptions & memberships will be processed from FY24 funds through May 31, 2024.
  - Subscription & memberships renewals for FY25, must be paid for from FY25 funds.

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### July 10

Last day to approve a FY24 expense report to be routed to Central Finance for review

*\*Note: For the expense report to be processed in FY24, the expense report must be at the AP audit review by the end of the day on July 10.*

## **FISCAL YEAR END 2024 Fact Sheet**

### **Journal Voucher (correction of a voucher expense)**

**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 payment services at [UND.pps@UND.edu](mailto:UND.pps@UND.edu) for additional guidance.

The journal voucher must correspond with the date of the original voucher. If the original voucher date is 7/1/2023 - 6/30/2024, the correcting journal voucher must be dated in FY24. If the original entry posted after 6/30/2024, the correcting journal voucher must be dated in FY25.

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#### **July 10**

Last day to approve a FY24 journal voucher to be routed to payment services for review

*\*Note: For the journal voucher to be processed in FY24, the journal voucher must be at the AP audit review by the end of the day on July 10.*

## FISCAL YEAR END 2024 Fact Sheet

### Journal Entries and Journal Imports

**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 finance department or Central Finance at [jodi.morgan@und.edu](mailto:jodi.morgan@und.edu) or [brandon.wallace@und.edu](mailto:brandon.wallace@und.edu) for additional guidance.

Correcting Journal Entries and Imports:

The journal date must correspond with the date of the original entry. If the original date is 7/1/2023 - 6/30/2024, the correcting entry must be dated in FY24. If the original entry posted after 6/30/2024, the correcting entry must be dated in FY25.

If a correcting entry is being made, general ledger detail showing the original transaction should be attached to the journal. This can be accomplished by saving attachments as pdfs or any form of electronic file. The journal ID of a correcting entry must be the journal ID of the original entry being corrected.

All Journal Entries and Imports:

- Journal Entries (key into PeopleSoft Finance)
  - When creating journals, be sure the journal date is keyed to the correct fiscal year
  - The correct date must be entered before you click "add." Once the "add" button is clicked, the date cannot be changed.
- Journal Imports (send to [UND.journalimports@UND.edu](mailto:UND.journalimports@UND.edu))
  - Journal imports should be used to record activity when the entry is **10 or more lines**.
- June and July transactions cannot be processed on the same journal import. Clearly indicate FY24 or FY25 on the journal import itself as well as in the body of the e-mail.

For additional guidance and frequently asked questions, please visit:

<https://campus.und.edu/finance/training.html#journal>

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#### July 12

Last day for a journal entry or import to be approved and routed to Central Finance for posting

*\*Note-the journal entry or import must pass all edit checks, budget checks, and approvals by July 12.*

*\*Note: Any journal entry or journal import received in Central Finance after July 12 for correction of a FY24 transaction that is not associated with a grant project will be deleted and will not be processed in FY24 or FY25. Exceptions may be made if the correcting transactions are associated with grant projects in which the correcting entry will post to FY25, but not back to FY24.*

## **FISCAL YEAR END 2024 Fact Sheet**

### **Alumni Foundation Flow Through Funds**

**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 the Controller's office at [jodi.morgan@und.edu](mailto:jodi.morgan@und.edu) for additional guidance.

Purchases using a fund number beginning with "26" must also use a project ID that starts with "UNDF". The format of the project ID is UNDF0XXXXX with the XXXXX correlating with the fund number at the UND Foundation that the department wants to use to reimburse the UND expense. A listing of all available "UNDF" projects can be found in the "Chartfields – UND Foundation Project ID Listing" report on the [UND Finance Reports website](#).

Any activity via journal voucher, journal entry, expense via UND Marketplace (Jaggaer), via UND P-card, or travel and expense report after July 5 will not be reimbursed by the UND Alumni Foundation until FY25. Purchases made using a UND P-card from June 24 - June 28 will not be uploaded to the general ledger prior to the Foundation's July 5 deadline for processing transactions in their FY24. Therefore, these expenses will not be reported by the UND Alumni Foundation or reimbursed until FY25.

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**June 28** Deposits must be received by the UND AA&F (Gorecki Alumni Center), 3501 University Ave, by 1:00 pm on Friday, June 28, 2024.

**July 5** Transactions received by the UND Alumni Foundation after July 5 will be processed and charged to FY25.

*\*Note: A transaction must be fully approved (including Central Finance approval) by July 5 to be reimbursed by the Alumni Foundation in FY24.*