FISCAL YEAR END 2021 Fact Sheet
Purchases Made in 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 finance department or PPS at UND.pps@UND.edu for additional guidance.

- Submit orders through Jaggaer by June 25 for purchases the department wants to make with FY21 funds and that the department expects can be delivered on or before June 30th.
  - Any purchase orders placed in FY21 that are open as of July 9th will be rolled over to FY22.

- For all goods received and services performed on or before 6/30, complete the receipting process in Jaggaer by July 9th. If the receipting process for these orders is not completed by July 9th, FY22 funds will be used for these purchases.
  - The receipt date field in Jaggaer is flexible. A department can process a receipt through July 10th 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 6/30/20. If this date is after 6/30/20, the invoice will be processed with FY22 funds.

- During the time period June 26 through June 30, Jaggaer users will be allowed to place orders in Jaggaer. 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 FY22 funding. When the order is originally placed it will budget check against the FY21 budget. Before the order is submitted to the supplier on July 1 it will budget check against the FY22 budget. This hold is being done to reduce the volume of open purchase orders at the end of FY20 that are required to be rolled over to FY21.

- If a department has emergency purchases from June 26 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 2021 Fact Sheet: JP Morgan Purchasing Card” document for more information.
Purchases made in Jaggaer-Continued

- Work with the vendors to ensure that the invoicing and the delivery of goods/services occur on or before June 30th. Submit Payment Request forms by July 9th for invoices received by the department.
  - On the Payment Request Form, indicate which fiscal year the invoice should be expensed in.

- Jaggaer PO’s that have been fully receipted and invoiced by June 30th are closed automatically by Jaggaer.
- Any open purchase orders in Jaggaer at fiscal year-end will be rolled & paid from your next year’s (FY22) budget.
- All Jaggaer supplier catalog vendors’ invoices will route directly to Jaggaer for processing.
- If the invoice does not have a Jaggaer PO, this will create a non-PO invoice in Jaggaer, which will route to Payment Services for review.
  - The department will need to Comment if the invoice is for FY21 or FY22.

June 25
Last day to place an order through Jaggaer and have the possibility of it being paid using FY21 funding. If an order submitted before June 26 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 FY21 funds and will be rolled over to FY22.

June 26 – 30
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 Jaggaer during the hold period will budget check again the FY22 budget and then be submitted to suppliers.

July 09
Last day to receipt a product back to June 30th in Jaggaer (invoice must also be received in Jaggaer) and last day to submit a Payment Request form for FY21 goods and or service invoices held by the department.