FISCAL YEAR END 2020 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 central accounts payable at UND.pps@UND.edu for additional guidance.

- Submit orders through Jaggaer by June 15th for purchases the department wants to make with FY 20 funds and that the department expects can be delivered on or before June 30th.
  - Note with COVID 19, orders can be delayed. If the item is received after 6/30/20, this will be paid with FY21 funds.
- For all goods received and services performed on or before 6/30, complete the receipting process in Jaggaer by July 10th. If the receipting process for these orders is not completed by July 10th, FY21 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 FY21 funds.
- 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 10th for invoices received by the department.
  - Add an internal note to the Payment Request stating FY20 or FY21
- 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 (FY21) 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.
  - Payment Services will determine to which department the invoice belongs.
  - Payment Services will post a comment on the invoice requesting that the department provide the accounting chartfields. Payment Services is the only department that is able to add these chartfields to a Jaggaer invoice.
  - After the chartfields are completed by Payment Services, the invoice will be approved by Payment Services and will route through the necessary non-PO approvals (similar to the requisition workflow rules).
- Payment Services will return to the department any invoices submitted outside of Jaggaer by the department and require the invoice to be submitted in Jaggaer by completing a Jaggaer Payment Request form.
  - Using a non-catalog order form is the best way to ensure the department’s order is processed correctly for payment. A three-way match will automate the payment processing and ensure accurate and timely payments to the supplier.
Purchases made in Jaggaer-Continued

Did the department make a purchase outside of Jagger that is processed through Perceptive Content? Please see the fact sheet titled, “Fiscal Year End 2020: Payments made in Perceptive Content.”

**June 15**
Last day to place an order through Jaggaer

**July 10**
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 FY20 goods and or service invoices held by the department.