Updates to Original Fact Sheet as of June 15, 2020:

- Jaggaer will be available for purchases through **June 25**. This is a change from the June 15 date that was stated in all prior communication. Please note that if a department wants to make the purchase with FY20 funds and expects the item can be delivered on or before June 30 they are highly encouraged to make those purchases as soon as possible to ensure that FY20 funds are used for the purchase.
  - Any purchase orders placed in FY20 that are open as of July 10 will be rolled over to FY21.
- 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 FY21 funding. When the order is originally placed it will budget check against the FY20 budget. Before the order is submitted to the supplier on July 1 it will budget check against the FY21 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 purchase needs to be placed in Jaggaer during June 26 through June 30 for centralized COVID-19 related purchasing, please contact UND.pps@UND.edu to notify them of the requisition number and that the order is related to COVID-19 supply purchasing and needs to be submitted to the supplier before the July 1 date.
- 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 2020 Fact Sheet: JP Morgan Purchasing Card” document for more information.

See updated Dates at the end of the Fact Sheet below.

Original Fact Sheet Content – Distributed May 15, 2020:

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.
Purchases Made in Jaggaer-Continued

- 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.

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 25** Last day to place an order through Jaggaer and have the possibility of it being paid using FY20 funding. If an order submitted before June 26 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 FY20 funds and will be rolled over to FY21.
Purchases Made in Jaggaer-Continued

June 26 – 30 Jaggaer orders placed during this time period will be held by UND PPS and not submitted to suppliers until July 1.

June 26 – 30 Notify PPS of any COVID-related purchases that need to be processed during this time.

July 1 Orders placed in Jaggaer during the hold period will budget check again the FY21 budget and then be submitted to suppliers.

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.