FISCAL YEAR END 2020 Fact Sheet
Payments processed through Perceptive Content

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 accounts payable at UND.pps@UND.edu for additional guidance.

UND central finance encourages departments to make purchases through Jaggaer. For payments processed in Perceptive Content, please be aware of the following reminders:

- Submit payment request in Perceptive for stipends, non-employee reimbursements and accounts payable refunds.
- Regardless of the invoice date (see also Fiscal Year End Invoice Decision Fact Sheet)
  - Materials or services received in June, will be charged to June (FY20)
  - Materials or services received in July, will be charged to July (FY21)
- FY21 transactions will not be processed until all FY20 transactions are complete unless invoice terms specify payment is due
  - Notate FY21 in the notes section of the e-form
- Complete a Purchase Order Change/Cancellation Form if encumbrance changes are necessary
- Review and follow-up on all open purchase orders in Perceptive/PeopleSoft.
  - NDU_PO01_OPEN_PO_REPORT
  - Review ‘Purchase Order Reference Number’ to find your department
  - PO’s with exhausted funds are closed weekly

July 10

Last day for a June expense in Perceptive to be approved by the department and routed to central finance for payment

*Note! For the invoice to be processed in FY20, the invoice must be past all department and grant approvals by the end of the day on July 10.

*Note! If a department receives an invoice after July 10 associated with products or services received on or before 6/30/20, please contact the accounts payable manager to determine the appropriate handling.