

FISCAL YEAR END 2023 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 for additional guidance.

- Submit orders through UND Marketplace (Jaggaer) by **June 23** for purchases the department wants to make with FY23 funds and that the department expects can be delivered on or before June 30.
 - Any purchase orders placed in FY23 that are open at the close of business on July 11, 2023 will be rolled over to FY24.
- 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, FY24 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 10 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 6/30/23. If this date is after 6/30/23, the invoice will be processed with FY24 funds.
- During the time period June 24 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 3 and be paid using FY24 funding. When the order is originally placed it will budget check against the FY23 budget. Before the order is submitted to the supplier on July 3 it will budget check against the FY24 budget. This hold is being done to reduce the volume of open purchase orders at the end of FY23 that are required to be rolled over to FY24.
- If a department has emergency purchases from June 24 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 2023 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 12** for invoices received by the department.
 - On the Payment Request Form, indicate which fiscal year the invoice should be expensed in

Invoice Information

Supplier Inv # *

Invoice Date *

NOTE: Invoice Date is the Date listed on the Invoice, NOT the date the invoice is entered into Jaggaer.

Invoice to be applied to fiscal year:
2023
2024

Business Purpose * expand | clear

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 (FY24) 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 FY23 or FY24

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- June 23** Last day to place an order through UND Marketplace (Jaggaer) and have the possibility of it being paid using FY23 funding. If an order submitted before June 24 is not fully receipted before July 12 with a receipt date of June 30 or earlier and not fully invoiced as of July 12, it will not be paid using FY23 funds and will be rolled over to FY24.
- June 24-30** UND Marketplace (Jaggaer) orders placed during this time period will be held by UND PPS and not submitted to suppliers until July 3.
- July 3** Orders placed in UND Marketplace (Jaggaer) during the hold period will budget check again the FY24 budget and then be submitted to suppliers.
- July 10** Last day to receipt a product back to June 30th in UND Marketplace (Jaggaer) (invoice must also be received in UND Marketplace) and last day to submit a Payment Request form for FY23 goods and or service invoices held by the department.