

How To Request a Different Fiscal Year in Jaggaer

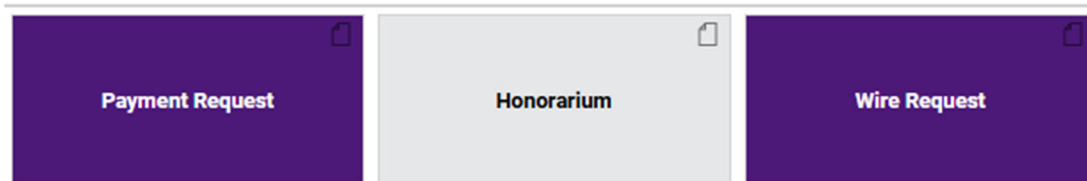
UNDERSTANDING SUBMISSIONS – There are three methods to process invoices in Jaggaer

1) Accounts Payable Forms (Payment Request, Honorarium and Wire Request)

Jaggaer payment terminology = **Requisitions**

Initiated in Jaggaer by using one of the three tiles below:

Accounts Payable Forms

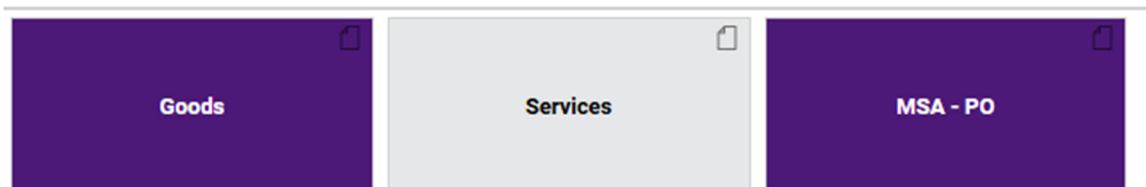


2) Non-Catalog Purchase Orders

Jaggaer payment terminology = **Manual Invoices**

Initiated in Jaggaer by using one of the three tiles below (*Note: Only a portion of campus is using this submission method*):

Non-Catalog Forms



3) Catalogs – No action is required by departments related to year end. Expenses associated with catalog purchases will be recorded based on the date the supplier electronically submits the invoice. *Recommended departments order early to avoid FY25 expenses recorded in FY26.*

This document does not address catalog purchases beyond this section.

Catalogs



DEFINITIONS -

Requisitions = Accounts Payable Forms (Payment Request, Honorarium and Wire Request)

Manual Invoices = Non-Catalog Purchase Orders

FY = Fiscal Year

G/L = General Ledger

UNDERSTANDING WHAT DETERMINES FISCAL YEAR – Fiscal year is determined based on when goods were received, or the date services were performed.

- 1) Goods received or services performed 5/31/25 or earlier = FY25
- 2) Goods received or services performed after 5/31/25 = FY26

UNDERSTANDING DEADLINES IN JAGGAER – There are two deadlines in Jaggaer, 5/30/25 and 6/9/25. *The 6/9/25 deadline requires that you request a different fiscal year in Jaggaer.*

- 1) Payment Request, Honorarium and Wire Request – Requisitions must complete all Jaggaer approvals by 5pm CST Friday, 5/30/25 and/or 6/9/25. Requisitions may require special approvals and many levels of SDA (Signature delegation of Approval) approvals. It is up to the department to ensure all SDA approvals are obtained by the deadlines (5pm CST, 5/30/25 or 6/9/25).

The date your Jaggaer requisition completes all SDA approvals is the date the expense will be recorded in the G/L, unless a different fiscal year is requested.

- 2) Non-Catalog Purchase Orders – Departments must submit manual invoices related to FY25 expenses by 5pm CST, Friday, 5/30/25 and/or 6/9/25.

The date you submit the manual invoice associated with a PO in Jaggaer, is the date the expense will be recorded in the G/L, unless a different fiscal year is requested.

ELIGIBILITY TO REQUEST DIFFERENT FISCAL YEAR – In order to request a different fiscal year in the Jaggaer requisition and/or Jaggaer invoice, the expense must be \$250 or greater. You will not be able to submit a fiscal year request in Jaggaer for amounts less than \$250. Expenses less than \$250 will be recorded in the fiscal year the requisition was fully approved, or the manual invoice was submitted.

REQUIREMENTS – When requesting a different fiscal year, which applies for both requisitions and manual invoices, submitters **MUST** leave a comment in Jaggaer indicating why they are requesting a different fiscal year. *Submissions without comments will be returned by Accounts Payable.*

Examples of required comments:

- Charge FY25, received goods 5/29/25
- Charge FY25, services performed 5/29/25

- Charge FY26, received goods 6/2/25
- Charge FY26, services performed 6/2/25

TO REQUEST DIFFERENT FISCAL YEAR IN JAGGAER – The process is the same for requisitions and manual invoices. From the Summary Tab in the Requisition and/or Invoice, select the edit pencil in the General box, and click the Request Different Fiscal Year box:

Requisitions –

The screenshot shows the 'Edit General' window for a requisition. The 'General' section contains the following fields:

- Business Unit *: TCU
- Cart Name *: Test5748
- Description: (empty)
- Prepared by: VCFA Payment Request
- Prepared for: VCFA Payment Request
- Cart Source: Manual
- Request Different Fiscal Year: (highlighted with a red box)

At the bottom, there is a 'Save' button and a 'Close' button. A legend indicates that fields with a star are required.

Manual Invoices –

The screenshot shows the 'Edit General' window for a manual invoice. The 'Invoice Information' section contains the following fields:

- Supplier Invoice No. *: TCU051624
- Business Unit *: TCU

The 'General Information' section contains the following fields:

- Invoice Date *: 5/28/2024 (mm/dd/yyyy)
- Accounting Date: 5/29/2024 (mm/dd/yyyy)
- Request Different Fiscal Year: (highlighted with a red box)