



Only YOU can enter FY25 Requisitions correctly



What day is today?

Not just the Wednesday of the Easter Octave, or the or the sixth Day of the Divine Mercy Novena, but it is ...

The second day you can enter Requisitions in Cardinal Financials for FY25

FY25 is open to allow requisitions to be created in Cardinal Financials for reception of the good or service on or after May 1, 2024. You will enter the requisition normally but will need change the:

- **"Accounting Date"**
- in the **"Header"** section of the requisition
- to **"May 1, 2024"**. (it is important to use the correct date)

Warning...
Failure to make these changes may result in errors and delays in processing your requisition request.

The screenshot shows the 'Add/Update Requisitions' interface. The 'Accounting Date' field is currently set to '03/19/2024' and is highlighted with a red dashed box. A red arrow points from this field to a date picker that shows '05/01/2024'. A yellow emoji with a thought bubble says 'Hey, there is more'.

BE ADVISED - IMPORTANT

The "Budget Check" of your FY25 Requisition may result in the "Budget Status" being in "Error"...



Be patient. Your FY25 Budget may not have been loaded in Cardinal Financials by the Academic Budget Office or **University Budget Office** just yet, resulting in the "Error". Your Requisition is still active and saved in Cardinal Financials, but must have your department / school's FY25 Budget loaded (and enough money in the account) for the Requisition "Budget Status" to become "Valid".

For more information about specific budgets, contact:

- University Budget Office (Paula Blackwell)
- Academic Budget Office (Angela Cooper)



More EOY Dates and Events

Any **new REQUISITIONS** for this **current Fiscal Year (FY24),**

MUST be entered by:

Monday, April 8, 2024

If you are buying goods or services that will be physically received or completed by **April 30, 2024**, then the requisition for them must be entered into Cardinal Financials by the EOB on **Monday, April 8, 2024**

This allows adequate time for budget check, primary approval, chart field approval, purchase order creation and dispatch.