



- 🔥 Procurement Documents Report
- 🔥 Closing Purchase Orders (PO) & Closing Requisitions

Procurement Documents Report

This **important** report is issued regularly and provides **Cardinal Financial Requisitioners** a current status of their Requisitions and Purchase Orders created from their Requisitions. The additional information aids the Requisitioner in making decisions and actions necessary to fully receive their goods or services and complete their purchase in a timely manner. Below are the sections of the report explained:

Purchase Orders With Remaining Encumbrance Balances

PO ID	DEPTID	FUND CODE	VENDOR NAME	PO STATUS	ENTERED DATE	REMAINING BALANCE
0000104850	852001	11	FUNDRIVER	Dispatched	7/27/23	\$22.00
0000106005	852001	11	PG CALC INC.	Dispatched	2/15/24	\$695.00

The above POs have been either partially, **OR** completely received in Cardinal Financials and have encumbered funds remaining, keeping the PO open. Requisitioners must

1. Determine if the goods and services are still forthcoming and will they be received by the end of this Fiscal Year 2024 (That is the end of April! It is coming soon!).
2. IF all goods and services have been received, then the PO should be closed. To close a PO, send an email to askprocurement@cua.edu with the PO# and instructions to close it out. A confirmation email will be sent when completed and the remaining funds will be unencumbered from your account.

Purchase Orders Received, Not Vouchered

RECEIVER ID	RECEIPT DT	VENDOR NAME	AMOUNT	PO ID	DEPTID	FUND
0000104914	2/19/24	PG CALC INC.	\$695.00	0000106005	852001	11

These POs have been received in Cardinal Financials and are ready to be payed, but a **Voucher** has not been entered by Account Payable to "Three Way Match" with **your PO**, and **your Reception**, so a timely Payment can be made (Remember...CUA standard pay is "Net 30", thirty days from the Invoice Date). Requisitioners must

1. Contact the vendor and remind them invoices must be sent directly to cua-accountspayable@cua.edu with the CUA PO# printed on them, for payment to be completed.

PROCUREMENT AND PAYMENT SERVICES INFORMATION BULLETIN

Requisitions With Remaining Pre-Encumbrance Balances

REQ ID	REQ NAME	STATUS	ENTERED DATE	DEPTID	FUND CODE	REMAINING BALANCE
0000065751	Watermark Insights FY24	Pending Approval	2/21/24	373506	31	\$40,514.85

These Requisitions have not been made into POs (or have added line items not yet approved) and have **Pre-Encumber funds** on your account. Requisitioners must

1. Determine who hasn't approved the Requisition (use the Query "REQ_APPROVAL_STATUS" in Query Manager, see [guide](#)).
2. IF the Requisition is no longer needed, delete the Requisition to remove the Pre-Encumbrance by clicking on the "Cancel" button in the Requisition (the big red "X" in the upper right corner).

a **TIP** for **Cardinal Financials**:

Closing a Requisition (that is NOT a PO yet)

Go to Add/Update Requisitions in Cardinal Financials for your specific REQ. To delete the REQ, click on the "Cancel" button that is a red "X" at the top of the page.



< My Homepage Add/Update Requisitions | New Window | Help

Maintain Requisitions

Requisition

Business Unit CUA [Procurement Policy](#) Status Pending

Requisition ID 0000058888 Budget Status Valid

Requisition Name Kirkland / J. Raush Hold From Further Processing

X
Cancel

Remember, if the REQ is on "**Hold From Further Processing**" you are probably missing the Supplier ID number. Go to the line item on the REQ, click the "Supplier Information" tab, and enter the Supplier ID number in the "Supplier" field.

Remember....We have an every growing **Frequently Asked Questions (FAQs)** section on our website (click [here](#)) that provides step by step answers and guides.

Remember also....Procurement offers ongoing trainings and you can sign up on our Training Calendar (click [here](#))!

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Procurement and Payment FAQs

General Questions

Sign up for currently available trainings by clicking on the training calendar [here](#).

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