



We love making processes better!

- New Requisition Approval Process
- EOY checklist

Procuring Catholic's Promise, together.

All *new* Requisitions entered in Cardinal Financials after May 1st, 2024 will have a New Approval Workflow



Submitting a completed and saved **Requisition for approval**, after May 1, 2024, will require clicking on a new check box icon "**Submit for Approval**" in the upper right hand corner.

Maintain Requisitions
Requisition

Business Unit CUA [Procurement Policy](#) Status Open X
 Requisition ID 0000065942 Budget Status X
 Requisition Name 0000065942 Hold From Further Processing

▼ Header ?

*Requester STEVENA Steven, Alberta Gracia
 *Requisition Date 05/01/2024 Requirer Info
 Origin ONL

The **Requisition** will be sent to all appropriate Approvers to include the Org Owner / Org Manager and General Accounting (or Sponsored Accounting). The Approval Process is now tracked in Cardinal Financials and visible within the Requisition by clicking on "**View Approvals**"

Requisition

Business Unit CUA [Procurement Policy](#) Status Pending X
 Requisition ID 0000065942 Budget Status Valid
 Requisition Name 0000065942 Hold From Further Processing

▼ Header ?

*Requester STEVENA Steven, Alberta Gracia
 *Requisition Date 03/25/2024 Requirer Info
 Origin ONL On Line Purchasing
 *Currency Code USD Dollar
 Accounting Date 03/25/2024

Amount Summary ?

Total Amount 1.00 USD
 Pre-Encumbrance 1.00 USD
 Balance

Add Items From ?

Purchasing Kit Item Search Catalog Requirer Items

Select Lines To Display ?

Search for Lines To Retrieve

Line ?

View Approvals

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1		Test	1,0000	EA	COMP	1,00000	0	Pending

View Printable Version View Approvals *Go to ...More...

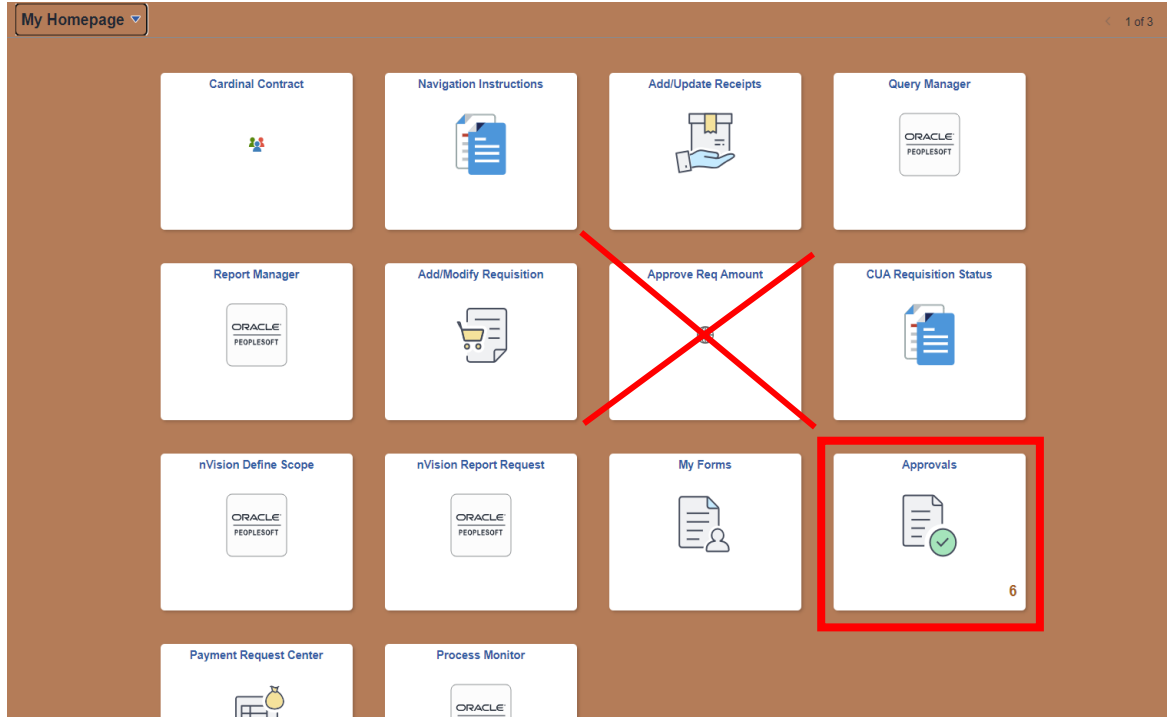
No more using "**Query Manager**" to check approvals!



Hurray!

Requisition Approvers...

- will receive emails auto generated by Cardinal Financials, alerting them Requisitions have been submitted to review and approve.
- will *no longer* use "**Approve Req Amount**" but will use "**Approvals**" to approval all Requisitions



Learning Opportunities...

To learn more about the **NEW Requisition Approval Workflow, attend our Training sessions –**

All training sessions are online and available to all Cardinal Financial Users both **Requisitioners** AND **Requisition Approvers**. This 45 min training will review:

1. Review of Requisition entry requirements
2. The **new** Requisition "**Submit for Approval**" sequence
3. Viewing "**View Approvals**", the status of the approval process within the Requisition
4. Using "**Approvals**" to approve all Requisitions

Wednesday April 17, 2024 at 1:00pm

Thursday April 18, 2024 at 12:00pm

Friday April 19, 2024 at 1:00pm

Sign up [here](#) on P&PS Training calendar.

The *handy, dandy* EOY Checklist from Procurement!

Please see the attached EOY Checklist. This document provides you a helpful way to review your specific department/schools readiness for EOY for FY24.

This EOY Checklist is exceptionally cool.



Year-end Close Checklist - Operating Units

To facilitate the year-end close process, we encourage the completion of the Year-end Close checklist for your respective org, department, school, or college. This checklist should be used as a tool to ensure consideration has been given to matters outlined in the "2023 Fiscal Year Close" memo, and the related supplement. You may e-mail the signed, completed checklist to CUA-DevAccounting@cuia.edu for review and action on your response. General Accounting may direct your responses with other departments for further review or action as necessary. For additional details and points of contacts on the year-end close process, please refer to the following year-end close materials which are located in the "Announcements" section at <http://business.cuia.edu/CostCenter/CostCenter.cfm>.

Checklist Questions:	Due Date	Yes	No	N/A	Comments
1. Have you closed any requisition or PO's where funds will not be used or goods and services are cancelled to prevent year funds?	5/20/2023 4/30/2023	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Have you submitted your operating fund 11, 120 auxiliary fund 110, capital campaign fund 100 designated funds funds 18, 19, 20, and Private Fellowships (if and 20) to the Budget Office?	03/31/23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Have all purchase requisitions for fiscal year 2023 been entered?	04/05/23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Have all financial aid requisitions for FY23 been submitted to the Office of Student Financial Assistance?	04/14/23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View web-based Requisition
5. Have all petty cash funds been closed out with the Office of Treasury?	04/20/23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Note: Financial aid requisitions for FY23 have not been submitted, please provide information on pending submissions in the comment field and provide to Student Financial Assistance.



a **TIP** for **Cardinal Financials**: Add Comments in Requisitions

Supporting documentation for your Requisition must be uploaded through the "Header Comments" in the Header Section. Click on "Add Comments", then click on the "Attach" button to upload your document.

IMPORTANT:

Only one document can be uploaded per Comment. Add Comments by clicking on the "+" icon to upload additional documents. You can add as many Comments as you need for documents.

The screenshot shows the 'Add/Update Requisitions' window. On the left, the 'Maintain Requisitions' sidebar has the 'Add Comments' button circled in red. The main window shows the 'Header Comments' section for Business Unit CUA and Requisition ID NEXT. The 'Comments' section has a '+', and the 'Associated Document' section has an 'Attach' button circled in red.

Remember... Requisitions need supporting documentation to aid in their review, approval and PO creation: Proposal(s) OR quote(s) (three quotes are **required**, if over \$10K), Technology Exception Form (only if the hardware or software is NOT on the Tech Services Storefront), Sole Source Form (only if over \$10K AND there is only one supplier for the goods and services AND there is no need for a Contract Request)