



EOY reminders, dates, tips, & Founder's Day

It's a beautiful day on campus during End of Fiscal Year!



very **IMPORTANT Dates** to *Remember...*



- ~~April 1, 2024~~ – First day FY25 requisitions may be entered in Cardinal Financials
- ~~April 3, 2024~~ – Operating budgets due to the Budget Office



HEY! April 8th is TODAY!!

April 8, 2024 – LAST DAY

to submit a requisition in Cardinal Financials for guaranteed processing in FY24

April 22, 2024 – Notice of pre-payments for goods and services greater than \$10k (i.e. funds paid in FY24 for services or goods to be received in FY25) should be forwarded to General Accounting.

April 26, 2024 – Bi-Weekly Timesheets through pay period ending April 27, 2024 due to Payroll. Last day to submit FY24 wire requests for approved vendors to Treasury and Accounts Payable.

April 30, 2024 – Last business day of the Fiscal Year 2024 (FY24). Cash receipts must be deposited to the Deposit Dropbox by 12:00pm.

May 1, 2024 – First business day of Fiscal Year 2025 (FY25). All budgets submitted on time and reconciled to targets will be available for use.

May 3, 2024 – Goods and services received or completed in FY24 must be received in Cardinal Financials. Invoices for FY24 goods and services due to Accounts Payable. Requests for reimbursements for expenses incurred before April 30 due to Accounts Payable.

May 6, 2024 – Eligible FY24 purchase orders rolled over to FY25 Ineligible FY24 Purchase orders closed Information on unpaid expenses without invoices from the vendors due to General Accounting. PCard reconciliations must be complete. Last day to submit FY24 cost transfer requests to General Accounting or Sponsored Accounting.

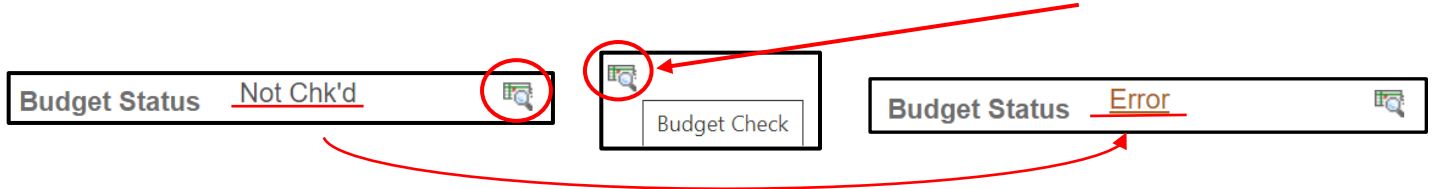


a **TIP** for **Cardinal Financials**: Purchase Orders for FY25

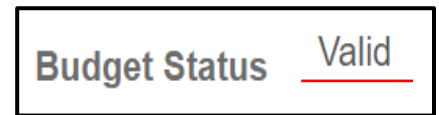
IF the vendor needs the Purchase Order number (PO#) for your FY25 Requisition before your FY25 Budget is loaded in Cardinal Financials – contact the University or Academic Budget Office directly – to get your budget loaded so your FY25 Requisition can become a FY25 PO.

 *What does that mean to me?*

IF your FY25 budget for your department / school has **NOT** been loaded into Cardinal Financials, your requisition's "Budget Status" will go into "Error" when you press the "Budget Check" button:



Fear not! The requisition will be budget checked every night **automatically** by Cardinal Financials. When your budget is loaded into Cardinal Financials the status will change to "Valid", overnight.



It is **imperative** that you enter a new requisition for FY25 for any good or service that will be delivered after May 1, 2024, so that when the budget for your school or department is loaded into Cardinal Financials, it can proceed to becoming a valid purchase order for FY25.



Pope Leo XIII, Founder of the Catholic University of America

Happy Founder's Day! April 10th
The Catholic University of America
Magni Nobis Gaudii "Of great joy to us"
[click](#) to learn more

