

## What's New . . .

March 2024

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### **Business Managers' Meetings**

The next Business Managers' Meeting is scheduled for March 7, 2024, starting at 9 AM in Pere Marquette-Room 240 in DuBourg Hall.

If you would like to present at a future Business Manager Meeting or have suggestions for helpful content, contact: [Heather Kotsybar](#). We would love to hear about best practices in your area, which may also help others.

Daylight Saving Time - Spring Forward on Sunday, Mar 10, 2024

### **Business Services**

#### **Copier Program Update**

The project team is about 70% complete installing new copiers and printers in the North Campus buildings. Once the remaining departments/buildings on the North Campus are complete, the project team will be focusing on the Health Sciences Campus and anticipates reaching out to Health Sciences Campus depts in late March/early April to schedule walk-throughs. For questions or additional information, please contact Jessica Winet-Fleer at [jessica.winetfleer@slu.edu](mailto:jessica.winetfleer@slu.edu).

#### **Staples Coffee and Breakroom Program**

Staples presented their Breakroom program in a webinar to the SLU community on February 29<sup>th</sup>. A recording of this webinar can be found here:

[Staples Coffee and Breakroom Webinar-Edited.mp4](#)

The presentation slides are also attached to this newsletter.

If you are interested in having Staples be your breakroom provider, please email:

Rich Radil: [Rich.Radil@staples.com](mailto:Rich.Radil@staples.com)

Jenese Nieves: [Jenese.Nieves@staples.com](mailto:Jenese.Nieves@staples.com)

If you have a question about the program or Staples, please email [Jessica.wineffleer@slu.edu](mailto:Jessica.wineffleer@slu.edu).

### **March 2024 Procurement Training Sessions**

#### **Procurement Training: Amazon Business – Tips and Tricks**

Description: In this session, we will review the Amazon Business punchout in Billiken Buy. Topics covered include but are not limited to, How to access the punchout, Frequently Asked Questions, What to do if you have a delivery issue, and more.

Time: March 13, at 9:00 am

Presenter: Anne Becker

[Register Here](#)

\*\*\* The Workday Procurement webinars will be recorded and stored in the Workday Learning module under the Business Manager Training Program.

#### **Procurement Training: Onboarding Tips for Employees who will Purchase Goods/Services at SLU**

Description: In this session, we will cover tips and tricks that will help new employees using Workday Procurement and Billiken Buy to purchase goods and services on behalf of their department. Topics covered include but are not limited to: Beginner Workday Procurement job aids, quick fixes to simplify the requisition creation process, Business Services website navigation, and more.

Time: March 20, at 9:00 am

Presenter: Anne Becker

[Register Here](#)

\*\*\* The Workday Procurement webinars will be recorded and stored in the Workday Learning module under the Business Manager Training Program.

## **Central Processing Center**

Please welcome Judy Frank to Business & Finance - CPC!

Judy joins us in the role of CPC Coordinator and will be working in Accounts Payable handling invoice processing and various AP-related duties.

**PO reminder:**

Please review your list of open POs regularly and email [accountspayable@slu.edu](mailto:accountspayable@slu.edu) with any POs that should be closed. AP will close the PO in Workday. The system does not automatically close POs once they are fully sourced, no longer needed, or have inactive funding sources, etc...

#### Upcoming Concur Training Sessions:

February 21, 10:00 AM

March 12, 10:00 AM

Registration via Workday>Learning

#### Additional Reminders:

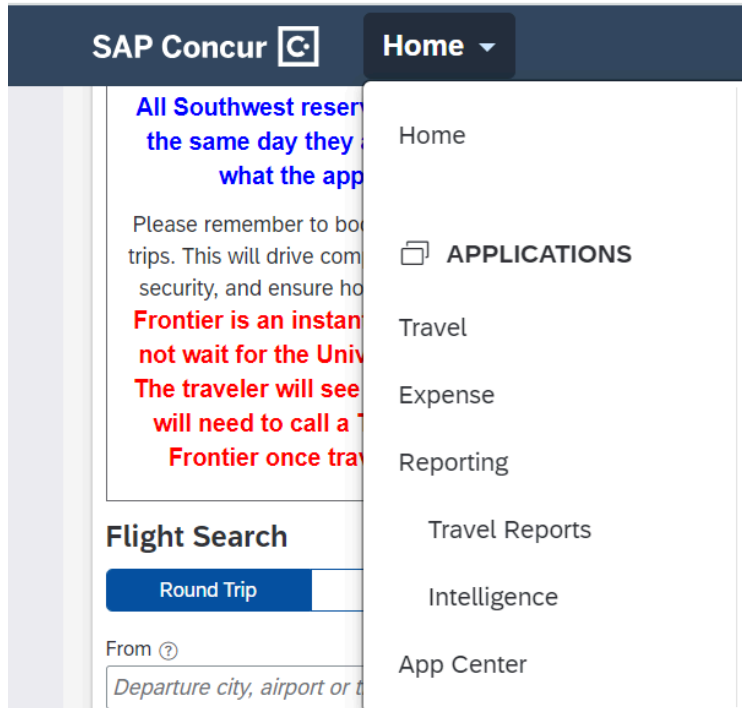
- Before submitting a Supplier Request in Workday to set up a new supplier, check the Workday report CR-FIN-Find Suppliers to see if that supplier is already set up in Workday.
- When submitting a Supplier Request, the Supplier Justification field should be an explanation of what we are paying this supplier for/why we need to set up a new supplier. "Invoices to pay" is not an acceptable justification.
- Email requests for supplier changes/updates should be sent to [supplieraccounts@slu.edu](mailto:supplieraccounts@slu.edu)
- Supplier Invoice Requests for travel reimbursement must have a Trip ID # (A#) entered as the invoice number in Workday.

#### **Travel Update**

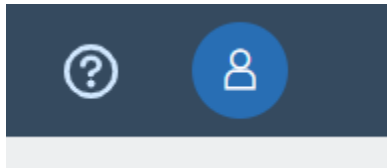
Beginning in April, Concur users will notice an updated visual design theme. Updated fonts, icons, colors and shapes are the primary updates and will have no impact on your user functionality.

A few minor navigation changes worth noting:

Concur Travel & Concur Expense are organized under the Home drop down menu located at the top left of your screen:



Your Concur profile is represented with a person icon and is located at the top right of your screen:



As always, please contact us at [univtravel@slu.edu](mailto:univtravel@slu.edu) for any assistance or questions!

## Controller's Office

We would like to welcome Kevin Born, Sponsored Programs Accounting's new Grant Accountant III. Kevin started on January 23rd and has a wealth of expertise to bring to the GAIII role after his tenure at Peter & Paul Community Services. We are thrilled to have him as part of our team. Please say hi or introduce yourself if you see him around.

We would like to welcome Robin Kinquist to Sponsored Programs Accounting. Robin is joining SPA as a Grant Accountant II from SLU Accounting starting March 15. We are thrilled to have her as part of our team. Please say hi or introduce yourself if you see her around.

## Human Resources

A few announcements from Learning and Development:

A friendly reminder that 2023 evaluations for your staff are due by March 22<sup>nd</sup>. You should have tasks in your Workday Inbox for your eligible staff.

We are also providing two webinars next month for all Managers:

### **Archiving Goals in Workday**

Thursday, June 6 at 9:30 am

Register [here](#).

### **How to Solicit Ideas from Your Team**

Thursday, April 18 at 9:30 am

Register [here](#).

## Workday Financials

Questions or issues with Workday Financials? Contact [wdfinance@slu.edu](mailto:wdfinance@slu.edu)

**Workday Accounting Structure Updates:**



### **New Cost Center:**

**D787** SOAR (included in S32)

### **Cost Center Name Change:**

Office of Inst Equity and Diversity has changed to: **the Office of Equal Opportunity & Title IX**

### **New Revenue Categories:**

**Athletics Gate Receipts Individuals-Internal** - posts to Ledger Account 5133: Expense Recovery

**Athletics Arena Suite Tickets-Internal** - posts to Ledger Account 5133: Expense Recovery

**Athletics Gate Receipts Season-Internal** - posts to Ledger Account 5133: Expense Recovery

**Athletics Processing Fees-Internal** - posts to Ledger Account 5133: Expense Recovery

### **New Internal Service Providers:**

Autism Center

iSCORE

### **New Spend Categories:**

**Autism Center Services** (SC50309) – posts to Ledger Account 5120: Inter-Departmental Services

**iSCORE Services** (SC50310) – posts to Ledger Account 5120: Inter-Departmental Services

**Workday Report Updates and Additions:**

As a reminder, you may not have access to certain Workday Reports due to security. Please email [wdfinance@slu.edu](mailto:wdfinance@slu.edu) with any questions.

<b>Report Name</b>	<b>Update/Description</b>	<b>Functional Area</b>
<b>CR – FIN – Grant Receivables Analysis</b>	A new column has been added to CR – FIN – Grant Receivables Analysis report: Grant End Date	This report is available to the following security groups: Accountant, Accounting Manager, Administrative Accountant, Award Approver, Budget Manager, Controller, Director of Sponsored Programs, Finance Analyst, Finance Executive, Grant Budget Specialist, Payroll Administrator.
<b>Data Audit - Grants</b>	Data Audit - Grants report has been enabled for Worksheets.	This report is available to the following Security Groups: Accountant, Accounting Manager, Administrative Accountant, Award Analyst, Award Approver, Award Billing Specialist, Award Contract Analyst and Specialist, Award Task Analyst, Cost Center Approver, Cost Center Financial Analyst and Manager, Director of Sponsored Programs, Finance Admin, Finance Analyst, Finance Executive, Fund Manager, Gift Financial Analyst and Manger, Grant

		Approver, Grant Manager, Grant Approver, Principal Investigator, Pre-Award Specialist, Program Financial Analyst and Manager, Project Financial Analyst and Manager, Sponsored Programs Manager, University Commitment Office.
<b>Data Audit – Gifts and Gift Hierarchies</b>	Data Audit - Gifts and Gift Hierarchies report has been enabled for Worksheets.	This report is available to the following Security Groups: Accountant, Cost Center Approver, Finance Administrator, Finance Analyst, Finance Executive, Gift Financial Analyst, Grant Approver E40, University Commitment Office.
<b>Data Audit – Programs and Program Hierarchies</b>	Data Audit - Programs and Program Hierarchies report has been enabled for Worksheets.	This report is available to the following Security Groups: Accountant, Accounting Manager, Administrative Accountant, Finance Administrator, Finance Analyst, Finance Auditor, Payroll Administrator, Program Financial Analyst.

<p><b>Data Audit – Projects and Project Hierarchies</b></p>	<p>Data Audit - Projects and Project Hierarchies</p>	<p>This report is available to the following Security Groups: Finance Analyst, Finance Auditor, Finance Executive, HR Auditor, Payroll Auditor, Project Administrator, Project Billing Specialist, Project Financial Analyst, Project Hierarchy Approver, Project Hierarchy Manager, Project Manager, Student Auditor, System Auditor.</p>
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**Office of University Compliance & Ethics**



The Saint Louis University Integrity Hotline is available as a confidential, toll-free resource for anyone with a concern regarding business, billing, and/or ethical practices in his or her department. Anonymous or self-identified reports of any nature can be made to the Integrity Hotline at **1-877-525-5669**. Additional information and FAQs regarding the Integrity Hotline can be found on the Office of University Compliance and Ethics homepage:

<https://www.slu.edu/compliance-ethics/hotline.php>