

What's New . . .

June 2021

Business Managers' Meetings

The next Business Managers' Meeting is scheduled for Thursday, June 10, 2021, at 9:00 a.m. You can join the meeting using the following link:

<https://slu.zoom.us/j/97761940515?pwd=cmZSVmdlVmZpTWg2ZTJlVnk1bmlZZz09>

Meeting ID: 977 6194 0515

Password: 065969

If you would like to present at a future Business Manager Meeting or have suggestions for helpful content, contact Jessica Winet-Fleer at jessica.winetfleer@slu.edu. We would love to hear about best practices in your area as others could benefit as well.

Financial Planning & Budget Update

Thank you for turning in your budget and compensation workbooks in May. Here is what to expect in June:

- Budget Office ensures 'Budget Base' and 'FY22 Budget Workbook' balance, salaries and benefits per the compensation reports are in line with personnel budgets, and load submitted budgets in Workday via EIBs.
- Human Resources will load new FY22 salaries in Workday for Faculty and Staff impacted by the annual salary review process.
- Promotion and Tenure increases should be entered by the departments as promotions, so the title reflects the new academic rank.
- Human Resources will notify Business Managers of final approved compensation allocations and Business Managers can begin the process of notifying Staff employees what their increase will be on July 1.
- Business managers can start to adjust costing allocations/labor distributions for the next fiscal year to ensure paid allocations match budgeted allocations. These should be *future dated* costing allocations.

Workday Finance

Questions or Issues with Workday Financials? Contact wdfinance@slu.edu

Workday Financial Accounting Updates

- New Cost Center
 - D762 Service Operations
 - D763 End User Services
 - D764 Information Security

- D765 Telecom
- New Specialty Hierarchy
 - Cost Center Hierarchy added within the Specialty Hierarchy area. This will allow you to pull Specialties relating to your specific Cost Center(s)
- New Customer Write-Off Reasons
 - Bad Debt – Cash Allowance
 - Barter
 - Added Spend Category as an available worktag to be used on the Customer Invoice Write-off task
- Account Posting Rule Changes
 - Customer: Write Off Reason - *Bad Debt – Cash Allowance* posting to
 - Ledger Account 1107: *Allow Doubtful Accounts – Other* with Spend Category: *Bad Debt*
 - Customer: Write Off Reason- *Barter* posting to
 - Ledger Account 5107: *Purchased Services* with Spend Category: *Professional Service*
- New Unit of Measure
 - Feet – added to accommodate INT086 AMEX Card Feed

Workday Financial Reporting Updates

New Reports

- **Find Purchase Order for Close-PO Total**
- **Find Purchase Order for Close-PO Line**

Report Updates

- **Find Payments for Student and Patient Refunds**
 - Added access to report for the Accounts Payable Settlement Specialist
- **Trial Balance by Fund, Consolidated Trial Balance, Trial Balance Prior Yr Comparison**
 - Added Investment Profile to the drill down
- **Statement of Account**
 - Added Function and Journal Source to the drill down
- **Report of Transactions**
 - Added Ad Hoc Bank Transaction Number to detail data view

Reports in Progress

- **Asset Verification**
 - Needed for departments to verify that they are in possession of assets.
- **Assets Net Book Value**
 - Need updated version that ties to the trial balance
- **CIP Report**
 - Report needed for Year End Close to show Construction in Progress details

Workday Financial Office Hours

Due to the positive response to Workday Financial Office Hours, we have decided to continue our office hours **every Thursday morning from 9:00am – 10:00am**. In these sessions we will answer any of your questions relating to Workday Financials, pertaining specifically to Financial Reporting, FDM, Accounting, Invoices, Purchasing or other related financial topics. You can join the meeting whenever it is convenient for you during these office hours. If you would like to submit your questions in advance of the office hours, please send them to wdfinance@slu.edu

Click the date below to register:

[June 3rd, 2021](#)

[June 17, 2021](#)

[June 24, 2021](#)

[July 1, 2021](#)

Grants Management/Sponsored Programs Project (Fund 31)

On March 8th, 2021 the Workday Financial Systems team, in conjunction with the Grants Office, started an engagement with Workday consultants to address some implementation issues within the Grants Management area for Workday Financials. This engagement will continue into July and is designed to correct issues that are impacting automated Sponsor Invoicing and Budget vs Actual reporting for Grants and Awards. This project is an extremely high priority for the team members and leadership involved. Sponsor/Grant invoicing and reporting will continue to be a primary focus throughout our year end process.

Business Services

The calendar and instructions for year-end processing will be published and distributed on June 7, 2021.

Human Resources

Business Manager Programming

Last month we focused on Reporting, Blanket Orders, and Competitive Bidding. You can view those sessions [here](#). This month, we are pleased to announce two new sessions:

- ***Business Manager Training: Structured Interviewing***
 - June 9th 9am-10am
 - In this session, we will cover behavioral interviewing and how to incorporate it into your hiring plan from pre-interview to post-interview. Behavioral interview questions include candidate's past experiences and focus on obtaining specific examples of work history and performance.
 - Click [here](#) to register.

- ***Business Manager Training: Excel for Business Managers***
 - June 23rd 9am- 10:15am
 - Participants will learn about intermediate-level formulas and tips in Excel that are relevant to business managers. Topics will include:
 - Pivot tables
 - Sorting data, finding, or removing duplicates/blank rows
 - Formulas like XLOOKUP, SUMIFS, CONCATENATE, and IF
 - Using fixed references with formulas
 - Benefits of tables
 - Conditional formatting
 - Data validation
 - Freezing rows and columns
 - Formatting tricks
 - Find and replace
 - Different pasting options
 - Making and formatting charts
 - Click [here](#) to register.

Business Manager Programming sessions provide regular opportunities for training on Workday and other professional development topics designed specifically for SLU Business Managers. These sessions will focus on four main themes: (1) Reporting; (2) Budgeting; (3) Purchasing; and (4) Human Capital Management. Information on additional sessions and registration will be announced throughout 2021 in the HR Bulletin, What's New newsletter, Newslink, and Announcements on your Workday homepage. Please email training@slu.edu if you have any questions.

Office of 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 at the Office of University Compliance and Ethics homepage. See attached link: <https://www.slu.edu/compliance-ethics/hotline.php>.