

What's New . . .

April 2022

Business Managers' Meetings

The next Business Managers' Meeting is scheduled for Thursday, September 8, 2022, at 9:00 a.m.

If you would like to present at a future Business Manager Meeting or have suggestions for helpful content, contact [Jessica Winet-Fleer](#). We would love to hear about best practices in your area as others could benefit as well.

Financial Planning & Budget

FY23 Budget

Decisions regarding the University's FY23 budget, including allocations for compensation, have been finalized this week. Accordingly, during the week of April 4th, we will issue the budget bases, workbooks, supporting schedules, and guidelines. The Budget Refresher course for Business Managers originally scheduled for March 24th has been rescheduled to [April 12th at 9am](#). We realize this will compress the time frame to finalize budget and compensation workbooks for your area, however the due date needs to remain May 6th in order for budgets and salaries to be loaded for the new fiscal year. We will be available for assistance to ensure deadlines are met.

March Business Managers' Meeting

The PowerPoint and recording from the March Business Managers' Meeting can be found on the [Business & Finance Website](#).

Business Services

Recent account management changes are as follows:

Dell Technologies

Kevin Myers

Inside Account Manager

office 512-725-0112

Kevin_A_Myers@Dell.com

Shred- IT

Devon Cherry
Account Manager
Devon.Cherry@stericycle.com

Staples

Rick Payne
Key Account Manager
T: 314-506-7637 | M: 314-276-3850
rick.payne@staples.com

Staples Promotional

Nikki Promades
Account Development Manager
954.379.5454
561.758.6813
nikki.promades@staples.com

Amazon Business Reminders

Pricing and Availability Guarantee: Our enhanced Amazon Business punchout guarantees pricing and product availability to be locked for seven days once the order is submitted for approval. Due to Amazon's dynamic pricing business model, pricing and availability of items might change. If they do and your Amazon Business order is approved after that seven-day window, those items may be canceled from your order, and you will be notified via email. If this happens, you should place a new order for those items. Encumbrances on the original order will be cleared once that PO is closed. Contact billikenbuyadmin@slu.edu with any questions on this topic.

Central Processing Center

Reminders:

- If you have a PO with an open balance remaining that will not be used further/invoiced against, the department should send an email to accountspayable@slu.edu requesting the PO be closed.
- When creating a REQ/PO for a hotel expense, the person's name staying in the room should be entered in the item description field or internal memo field for proper processing.
- Looking to see if a supplier is already set up in Workday? Use the CR FIN Find Suppliers report.
- When paying for goods or services for the University, the payee should be set up in Workday as a supplier and paid directly from the University or procured with the P card. Please do not pay suppliers or individuals out of pocket and then request reimbursement.

Treasury & Investments

Congratulations to Jamie Vogler on his promotion to Treasury Manager

Jamie joined SLU in early 2020 as the Sr. Investment Analyst managing the endowment's investment portfolio. He has thoroughly enjoyed his last two years at SLU and looks forward to many years to come!

Workday Financials



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

Workday Accounting Structure Updates

- **New Internal Service Providers**
 - Women's Commission
 - Center for Additive Manufacturing
 - Ophthalmology – Sight and Sound Center

- **New Cost Centers**

Both Cost Centers are included in Cost Center Hierarchy E70 Vice President for Research

 - **D766** Institute for Drug and Biotherapeutic Innovation (IDBI)
 - **D767** Center for Additive Manufacturing (CAM)

- **Change to Spend Category Name**
 - Gas (SC50123) to **Gas – Spire Use Only**

- **Other**
 - See **Crosswalk: Financial Reports** in the Workday Job Aid & Video Library for a listing of useful reports.

Human Resources

Join us in April for two great sessions specifically for Business Managers.

Topic: Budget Refresher: North Campus

Brianne Burcke and team

April 12 at 9:00 am

This session will consist of a review of the FY23 Budget Guidelines, the various components of the budget, basics including supporting schedules, and how to complete the budget and compensation workbooks.

Register [here](#).

Topic: Workday Procurement: Receiving

Anne Becker and Jeff Hovey

April 13 at 9:00 am

Receipts are required on Workday purchase orders to approve invoices valued at \$250+. In this session, participants will learn about the various parties that can create receipts for POs in their cost center(s). We will also review the available reporting options for receipts and how to create receipts.

Register [here](#).

The 2022 Calendar can be viewed [here](#).

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 2022 in the HR Bulletin, What's New newsletter, 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>.