SAINT LOUIS UNIVERSITY™

Business & Finance Division

What's New . . .

Business Managers' Meetings

The next Business Managers' Meeting is scheduled for March 7, 2024.

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.

Central Processing Center Reminders:

- Upcoming Concur Expense Report training session:
  11/14, Tuesday   10:00 a.m.
  Register via Workday>Learning module
- Direct deposit ACH is the University's preferred and required payment form.
  A completed vendor direct deposit/ACH authorization form should be submitted
  with a new supplier request in Workday.

Risk Management

The safety and well-being of our university community are of the utmost importance to us. To ensure safe and responsible driving practices on campus, we would like to share some essential common-sense reminders for both vehicle and golf cart operators. Please take a moment to review these reminders.

Important Common-Sense Reminders for Driving for the University

- University vehicles, excluding those driven by on-duty DPS officers, should not be used for lunchtime transportation.
- Always wear seatbelts when driving or riding in vehicles
- The operation of any type of vehicle should not involve the use of cell phones or other electronic devices.
- Be especially careful when driving golf carts around doors, pedestrians, and on walkways.

- Golf carts should only be driven on streets when it is necessary to safely cross at designated stop light crossings.
- Prior to moving the vehicle, ensure that you observe your surroundings.
- Always ensure that your vehicle/golf cart is secured. This means locking the vehicle or gold cart and taking the keys with you.
- Pedestrians ALWAYS have the right of way.
- Adhere to all traffic laws, including speed limits and stop signs.
- When transporting items, ensure they are properly secured.
- Please review the Automobile Information section of the Risk Management website for full information.

Business Services

Amazon – Personal Purchases are Prohibited
This is a friendly reminder that personal Amazon purchases made by SLU employees should not be delivered to SLU. The distribution dock will not be held responsible for delivering their personal packages or for lost shipments.

Staples Promotional Orders
Staples Promotional recently updated their e-commerce platform and our punchout is no longer supported. If you need to place an order with Staples Promotional, please follow the instructions in this job aid and create a non-catalog order to match the quote provided to you:
Requisition - Standard Purchase Order - Non-Catalog Goods or Services

Quote requests should be directed to nikki.promades@staples.com.

Workday Procurement – Job Aid Crosswalk
There are many Workday Procurement job aids available on-demand to Workday Finance users. In the Workday job aid library, the Procurement Job Aid Crosswalk defines the procurement job aids and provides direct links to each. It is a great tool to share with new staff members who will use Workday Finance for procurement tasks.

Contact billikenbuyadmin@slu.edu if you have any questions regarding this document or Workday Procurement tasks.

Accounting and Financial Reporting

In preparation for the FY23 Uniform Guidance audit, Business and Finance will be conducting an asset verification for all federally funded assets in November. This will need to be completed by December 1. In the Spring, we will verify other non-federal assets

Workday Financials

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

Workday Tips:

In the report prompt section, you can select or unselect more than one attribute by holding down Control A and selecting the first checkbox. This will select or deselect all options, rather than manually selecting each item to include in the report.

Workday Accounting Structure Updates:

New Cost Center:
D213-3 Biostatistics Core (included in D213 HCOR)

New Ledger Account:
1410: Notes Receivable Allowance

New Revenue Category:
Other Contract Revenue posts to Ledger Account 4500 Other Sources.

New Sales Item:
Health Data Sciences Fee posts to Revenue Category Tuition Fees (502) and Ledger Account 4001 Tuition Fees.

New Spend Category:
Escheatment posts to Ledger Account 2004 Escheatment Payable.

Spend Category Name Change
Xerox Managed Print Services has changed to Managed Print 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 with any questions.

Report Name	Update/Description	Functional Area
CR – FIN – Black and Red Report by Org	The CR – Fin Black and Red Report has been updated with the FY24 actuals column.	This report is available to the following Security Groups: Accountant, Accounting Manager, Administrative Accountant, Award Approver, Budget Amendment Approver, Budget Manager, Controller, Cost Center Approver, Cost Center Financial Analyst, Cost Center Manager, Director of Sponsored Programs, Finance Analyst, Finance Auditor, Finance Executive, Fund Manager, Gift Manager, Grant Approver, Grant Manager, Grant Budget Specialist, Implementers, Payroll Administrator, and Payroll Auditor, Project Manager, Specialty Financial Analyst.
CR – FIN – Award Proposal Report	The CR – FIN – Award Proposal Report has been updated with the following columns: Initiated By, Process Date & Time Initiated, and Process Date & Time Completed.	This report is available to the following Security Groups: Accounting Manager, Award Contract Specialist, Award Specialist, Finance Analyst, Finance Auditor, Finance Executive, Implementers, Pre-Award Analyst, Pre-Award Specialist, Sponsored Programs Manager.

Data Audit - Awards	The Data Audit - Awards Report has been updated with the following columns: Initiated Date, Completed Date, and Initiator.	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.

CR – FIN – Consolidated Balance Sheet	A new report has been added to Production. This report includes Assets, Cash & Investments, Liabilities and Net Assets.	This report is available to the following Security Groups: Accountant, Accounting Manager, Administrative Accountant, Award Approver, Budget Amendment Approver, Budget Manager, Controller, Director of Sponsored Programs, Finance Analyst, Finance Auditor, Finance Executive, Grant Budget Specialist, Implementers, Payroll Administrator, and Payroll Auditor.
CR – FIN – Black and Red Report by Org with Encumbrances	A new report has been added to Production. This report includes Year to Date FY Actuals, FY Budget, Previous Year Actuals, Variance, Current Year vs Prior Year and Month to Date FY Actuals and Previous Year Actuals, Encumbrances, YTD Actuals with Encumbrances and Variance.	This report is available to the following Security Groups: Accountant, Accounting Manager, Administrative Accountant, Award Approver, Budget Amendment Approver, Budget Manager, Controller, Cost Center Approver, Cost Center Financial Analyst, Cost Center Manager, Director of Sponsored Programs, Finance Analyst, Finance Auditor, Finance Executive, Fund Manager, Gift Manager, Grant Approver, Grant Manager, Grant Budget Specialist, Implementers, Payroll Administrator, and Payroll Auditor, Project Manager, Specialty Financial Analyst. Auditor, Finance Executive, Grant Budget Specialist, Implementers,

		Payroll Administrator, and Payroll Auditor.

Financial Planning and Budget

During the September Business Managers Meeting, the Financial Planning and Budget department provided tools to Business Managers regarding the review of department operating and designated funds. As part of the review, they suggest preparing an estimate of expenses for the fiscal year and sharing these results with their respective VPs.

There are multiple Workday reports that can be utilized in the analyses, including the following:

- CR-FN-Budget vs Actuals by Org
- CR-FIN-Fund Balance
- CR-FIN-Black and Red report by Org

Please ensure that you are managing your department spend and staying within your approved FY24 budgets.

Sponsored Programs Accounting

The Sponsored Program Accounting Team is pleased to announce the hire of Josiah Small as a Financial Analyst.

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