SAINT LOUIS UNIVERSITY.

Business & Finance Division

# *What's New . . .*

**October 2020**

## Business Managers' Meeting

The next Business Managers' Meeting is scheduled for Thursday, March 11th, 2021, time TBD.

## Financial Planning & Budget

***Workday Position Budget Questionnaire:***

When a Job Requisition is created in Workday, a Position Budget Questionnaire will be routed to the Business Manager to complete. The purpose of the questionnaire is to assist the Financial Planning & Budget Office in determining if budget already exists for the position to be filled via the requisition or if a Position Budget Amendment needs to be made reallocating budget from another position (e.g. Holding) or general expense. The Business Manager will be asked to provide the position name and number, annual salary, fund, cost center, spend category, and fringe rate.

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.

## Business Services

***Workday Procurement Updates:***

Changing a PO Buyer on a Purchase Order

If an employee in your cost center is no longer employed at Saint Louis University and placed blanket orders on behalf of your department, please issue a change order to change the PO Buyer. This will allow the new PO Buyer to create receipts against the purchase order, therefore approving invoice payments.

To change the PO Buyer on a PO in your cost center, follow the steps in the attached tutorial.

Once the change order has been approved, the new PO Buyer will receive pending match exception notifications.

Sourcing Changes

Updates were made in Workday recently to address the following Workday Procurement issues:

- $0 line items – If a user issued a purchase requisition with a $0 line item, it was going into an "unsourced" state. The requisition would reach final approval, but a PO would not generate. We updated the requisition business process so that if a requisition contains a $0 line item, it requires sourcing to a PO by the initiator (or sourcing buyer, when applicable). The sourcing process is simple and requires only one click from the initiator/sourcing buyer's inbox in Workday.

- "Catalog Order for Blanket" requisition type – Previously, if a user selected the "catalog order for blanket" req type and neglected to add a supplier contract in the sourcing step, a PO would auto-issue to a supplier and the requisition would route for approval at the same time. We updated the requisition business process so that if an end user selects the "catalog order for blanket" req type, a supplier contract will now be required for a PO to issue. If the user neglects to add the supplier contract during the sourcing step, the PO will go into a draft state and a task will be sent to their inbox to add the supplier contract. They will be unable to issue the PO to the supplier without the supplier contract. The requisition will complete at the sourcing step, so there won't be unnecessary/confusing approval requirements. If the user erroneously selects the catalog order for blanket req type, they will need to contact billikenbuyadmin@slu.edu to cancel the PO and remove the task from their inbox.

- Purchasing Questionnaire – If a Sourcing Buyer is added to a purchase requisition exceeding $10,000 in value, the Sourcing Buyer will be required to complete the purchasing questionnaire.

The attached documents can be referenced for further information and guidance on how to perform these tasks. Please share this information with your departmental finance users and contact billikenbuyadmin@slu.edu with any questions/concerns.

## Central Processing

***Friendly reminders from CPC for Workday processing:***

- **Purchase Order #'s:** EP#'s are no longer valid purchase order #'s in Workday. Please submit the Workday PO # on your invoice and if the supplier you are ordering from is still using an EP#, please make sure that you communicate the new Workday PO # to the supplier and ask them to update it on their invoices.
- **Invoice dates on Supplier Invoice Requests:** Please make sure that you are entering the invoice date *from the invoice* into the invoice date field on the Supplier Invoice Request. The invoice date drives the payment date. Incorrect invoice dates on the Supplier Invoice Requests can delay the payment processing.
- **New or updated addresses on supplier invoices:** Please email supplieraccounts@slu.edu when you see a new payment address on your supplier's invoice so that the supplier's record can be updated in Workday with this new address PRIOR to submitting your supplier invoice request for payment.
- **Goods vs Services**: Please note the radio buttons for Goods vs Services on your reqs and supplier invoice requests and choose the proper button.
- **Create Receipt & Match Exception:** PO Buyers need to Create Receipt in Workday for any invoice $250.00 or greater. If you do not Create Receipt prior to the invoice being processed, then you will receive a Match Exception notification and you will need to take action on this Match Exception to create a receipt. Follow the job aid link on the Match Exception Notification to do so.
- **Please note the generic email addresses to contact us:**
    - accountspayable@slu.edu - invoices or payment questions, statements, etc...
    - supplieraccounts@slu.edu - anything related to suppliers; supplier set-up or supplier changes as well as check cancels.
    - cardprograms@slu.edu - anything related to AMEX cards; P cards or T & E cards.
    - univtravel@slu.edu - anything related to travel or Concur.

## Human Resources

***Benefits Update:***

Open Enrollment is a good time for faculty and staff to assess their benefits, review benefit needs for the upcoming year, and review life insurance beneficiaries. In addition, if faculty and staff plan on enrolling in one of the following programs, they will need to complete Open Enrollment in Workday:

- Healthcare Flexible Spending Account (FSA)
- Dependent Care Flexible Spending Account (DCFSA)
- Health Savings Account (HSA)

If an election is not made in Open Enrollment, all coverage listed above will be waived. If someone plans to cover a spouse on SLU's United Healthcare medical plan for 2021, the Spousal Affidavit will be required in Workday. If it is not completed, the spouse's medical coverage will be impacted. Otherwise, 2020 choices for all other elections will carryover to 2021.

***HRIS Update:***

Human Resources Information Systems is now utilizing a google form for ad hoc report requests. Please submit your requests and the group will be in contact shortly about your request.

## Treasury & Investment

***Departmental Deposit Reminders:***

- Please enter the description of the payment type(s) in the memo section of the Ad Hoc Bank Transaction
    - Example: for cash/check deposits – Cash $100.00; Check $50.00
    - Example: for credit card deposits – Visa $10.00; MC $5.00; Amex $15.00

- To provide more functionality in reporting and reconciliation for end users, please populate the Reference field in the Ad Hoc Bank Transaction Details with the following information:
    - If the deposit includes cash/checks, enter your department name in the Transaction Reference field.
    - If the deposit includes credit card transactions, enter the merchant name and last four digits of the merchant number. Please refer to page 14 on the Ad Hoc Bank Transaction job aid to locate your merchant name and number.

***Quick Tips:***

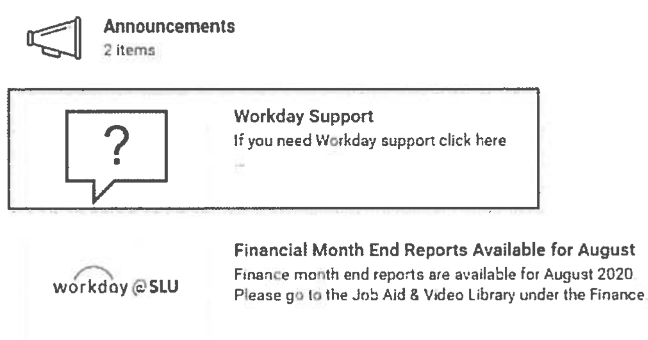
- Ad Hoc Bank Transaction Template: If you have repeating deposits that post to the same Ad Hoc Bank Transaction Accounting Line, an Ad Hoc Bank Transaction Template can be created for easier processing. Please see page 8 on the Ad Hoc Bank Transaction job aid to help you set up a template.

## Workday Support

If you are having questions about Workday, please contact the appropriate email address and a member of the project team will assist.

budgetoffice@slu.edu - Budget or Budget Amendment
mcfinance@health.slu.edu - SluCare Customer Accounts
treasuryservices@slu.edu - Non-SluCare Customer Account
accountspayable@slu.edu - Accounts Payable functions
cardprograms@slu.edu - P Card
univtravel@slu.edu - Trip ID or anything Concur
sludeposits@slu.edu - Departmental Deposits via Ad Hoc Bank Transaction
supplieraccounts@slu.edu - Supplier requests or updates
billikenbuyadmin@slu.edu - Billiken Buy or anything Procurement
grants@slu.edu - Awards, Award Proposal, Grants
hr@slu.edu - Human Capital Management (HCM), Talent & Learning
facilitiesdatamanagement@slu.edu - Workday Location
accountingservices@slu.edu - FDM, Financial Accounting, Projects, Business Assets, Internal Service Delivery (ISD), or Endowments

You can also find Workday Support on the home page of Workday, as shown below.




## Office of Compliance & Ethics

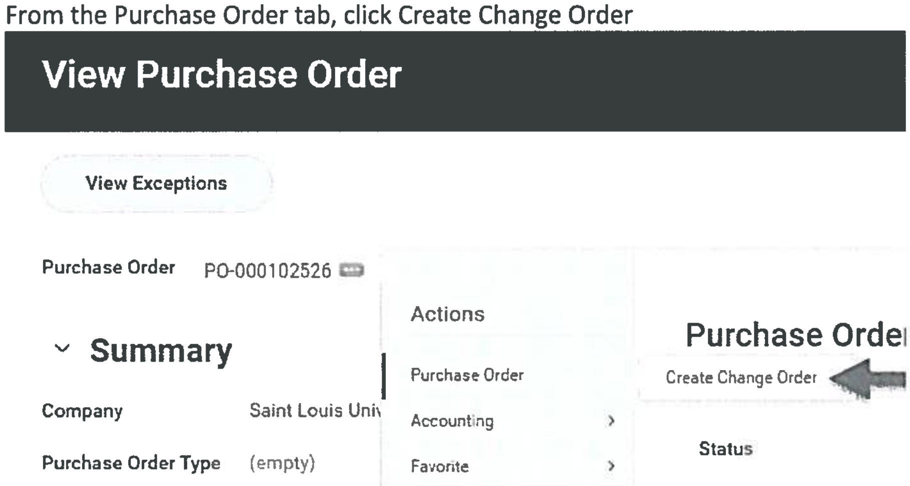
The Saint Louis University Integrity Hotline is available as a confidential, toll-free resource for anyone with a concern regarding business, billing, and/or ethical practices in his or her department. Anonymous or self-identified reports of any nature can be made to the Integrity Hotline at **1-877-525-5669**.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

Changing a PO Buyer on a Purchase Order

If an employee in your cost center is no longer employed at Saint Louis University and placed blanket orders on behalf of your department, please issue a change order to change the PO Buyer. This will allow the new PO Buyer to create receipts against the purchase order, therefore approving invoice payments.

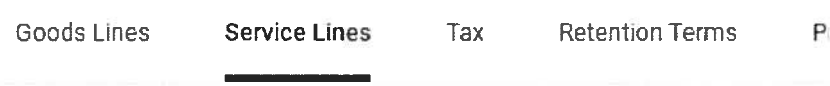
To change the PO Buyer on a PO in your cost center, follow these steps:

Steps:
1. From the Workday search bar, type Find Purchase order, and access the task.
2. Add PO Number to PO Number field.
3. Click OK
4. Click on the magnifying glass next to the PO Number.
5. Hover over the name of the Purchase Order and click the related actions icon.
6. From the Purchase Order tab, click Create Change Order




7. In the Contact Information section, change all fields that reflect the original Buyer's name, to the new PO Buyer.


8. Select this to update the service line details with the change:

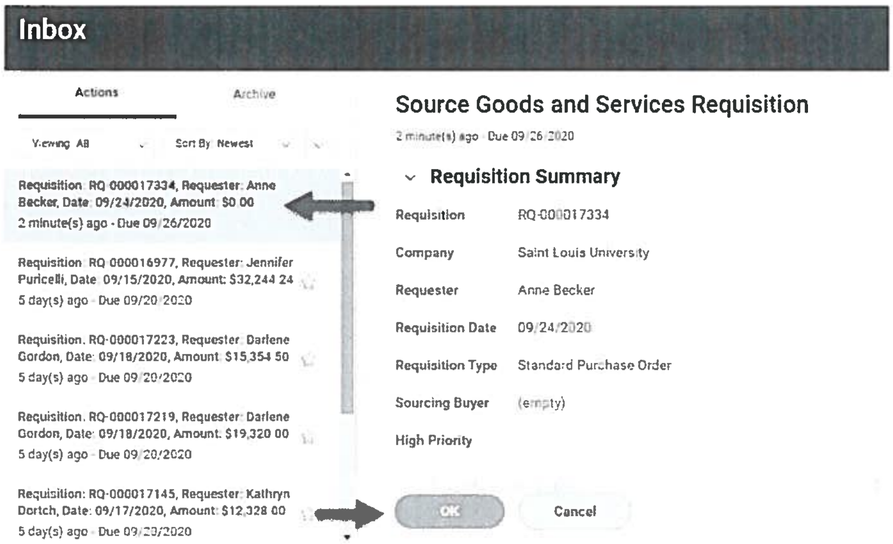

9. Click on Submit after these changes have been made.

The change order will route for full approval again, even if the dollar amount did not change. We recommend adding an internal note/memo to let approvers know that the update is only to change the PO buyer. If the purchase order exceeds $10,000 in value, the purchasing questionnaire will be prompted again.

Procurement Changes – Sourcing Events

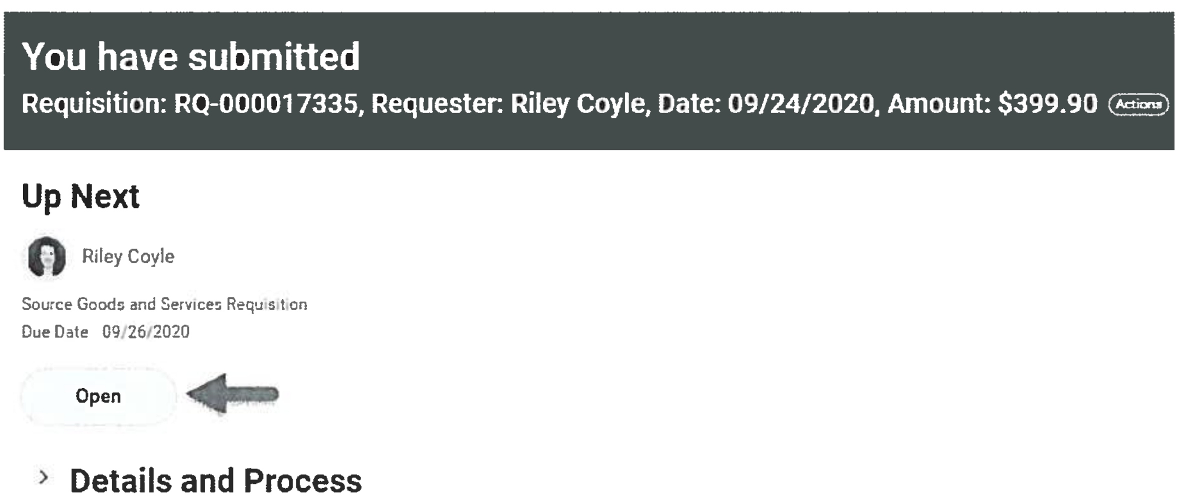
<u>$0 Line Items</u>

Purchase requisitions with a $0 line item will require sourcing to a purchase order before the PO can be sent to the supplier. After the requisition routes for approval, the sourcing event will be sent to the initiator's inbox (or Sourcing Buyer, when applicable). Select OK and the PO will issue.

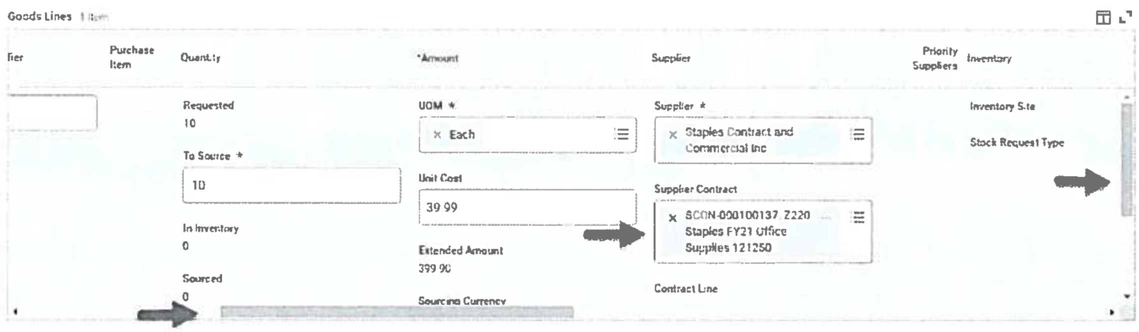



<u>Catalog Order for Blanket Requisition Type</u>

If an initiator/Sourcing Buyer selects the "Catalog Order for Blanket" requisition type, they are required to add a Supplier Contract to the transaction. They can add the supplier contract number in the sourcing step.

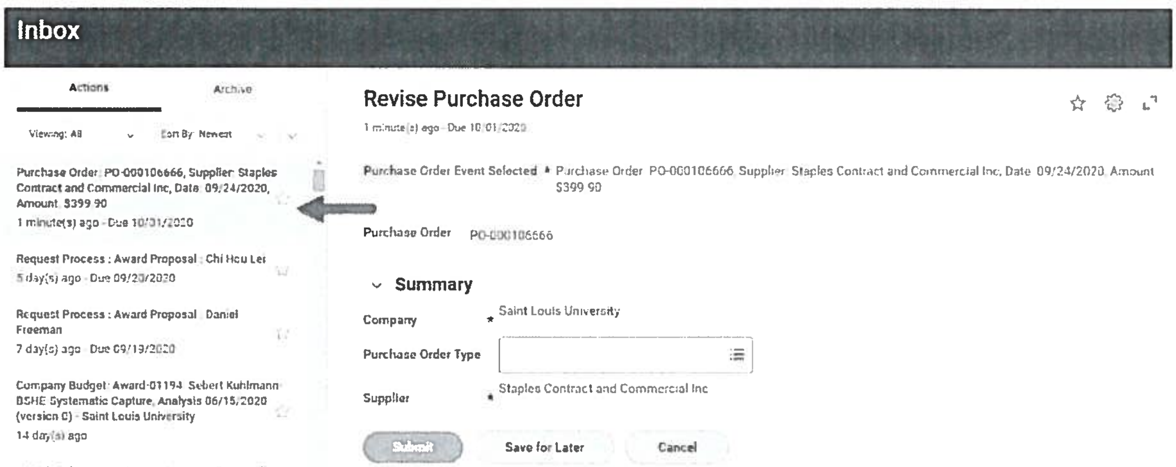


Use the scroll bars to locate the supplier contract field in the goods line section – Add the supplier contract you wish to designate this purchase order against:




This must be done for all line items on the purchase requisition.

If the initiator/Sourcing Buyer neglects to add the supplier contract and hits OK at the bottom of the screen, the PO will enter a draft status and a task will be sent to the initiator/sourcing buyer to add the supplier contract.




Enter the supplier contract into the supplier contract field and hit Submit:

The PO will then be issued to the supplier against the supplier contract and the task will be removed from the initiator/Sourcing Buyer's inbox.

If the catalog order for blanket req type was selected in error, email billikenbuyadmin@slu.edu to cancel the purchase order.

Purchasing Questionnaire

If a sourcing buyer is added to a purchase requisition exceeding $10,000 in value, the Sourcing Buyer will be required to complete the purchasing questionnaire.