

## *What's New . . .*

May 2021

---

### **Business Managers' Meetings**

The next Business Managers' Meeting is scheduled for Thursday, June 10, 2021, at 9:00 a.m. A Zoom link and agenda will be sent closer to the date.

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](mailto: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**

The FY22 budget files are due May 7<sup>th</sup>. As a reminder, the 'FY22 Budget Workbook' is due to the Budget Office ([budgetoffice@slu.edu](mailto:budgetoffice@slu.edu)) and the 'CR-HR-Workday Merit Compensation Excel Workbook' is due to Human Resources ([comp@slu.edu](mailto:comp@slu.edu)).

As noted in the April 'What's New', Business Managers should have provided their VP/Department Head an analysis of their Unrestricted funds for the quarter ended March 31<sup>st</sup>, 2021 noting any variances to budget. In addition, Designated fund balances should be reviewed to ensure monies are being spent in a proper manner and deficit balances are addressed. A meeting/Zoom between the Business Manager and VP/Department Head to discuss the analysis is recommended however it is at the VP/Department Head's discretion if it is needed.

### **Workday Finance**

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

### **Workday Financial Accounting Updates**

- New Ledger Accounts
  - 1110: IDX Receivables
  - 1111: Other Receivables
- New Cost Center
  - D761 SOM Office of the Ombuds
- New Spend Category
  - Fringe Benefit Expense-Child Care \* for use by Payroll Services
- New Internal Service Providers
  - College Church
  - School of Nursing

## Workday Financial Reporting Updates

- ***New Reports***
  - **Supplier Invoice Accrual**
    - Used to identify Supplier Invoices that are In Progress at the end of the month for accrual purposes.
  - **Supplier Invoice Request Accrual**
    - Used to identify Supplier Invoice Request that are In Progress at the end of the month for accrual purposes.
- ***Report Updates***
  - **Trial Balance by Org**
    - Added Ad Hoc Bank Transactions (AHBT) field to drill down detail
  - **Consolidated Trial Balance**
    - Fixed the Fund prompt to work as expected
  - **Internal Service Delivery**
    - Added *Created by* Field
  - **Customer Contract Related Customer Invoices**
    - Added Invoice Amount and Payment Status
  - **Receivables Aging by Org**
    - Added Contract and Contract Type
  - **Budget vs Actual (all versions)**
    - Added Function to drill down
  - **Data Audit Gift and Gift Hierarchies**
    - Added Responsible Organization as a column
- ***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
  - **Find Purchase Order for Close Process**
    - Detailed report by purchase order line for AP team to determine PO's that need to be closed
  - **Development Award Report**
    - Awaiting approval

## Workday Financial Office Hours

Due to the positive response to Workday Financial Office Hours, we have decided to extend the dates the office hours will be offered through May.

In these sessions we will cover Workday Financial questions relating to Financial Reporting, FDM, Accounting, and other related topics. We encourage you to bring any questions or concerns relating to Financials. 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](mailto:wdfinance@slu.edu)

Click the date below to register:

[May 6th 9-10am](#)

[May 13th 9-10am](#)

[May 20th 9-10am](#)

[May 27th 9-10am](#)

## Human Resources

Last month we focused on *Contracting 101* with the Office of General Counsel to review the current contracting process at SLU. You can view that session [here](#) if you were unable to attend. We also looked more closely at *Workday Reporting for Procurement* (part two) and covered topics like purchase requisitions, purchase orders, supplier contracts, and receipts. You may watch that recording [here](#) for your convenience.

**This month, we are pleased to announce two new sessions:**

### ***Workday Reporting for Business Managers- Finance***

[May 19th 9am-10am](#)

In this session we will cover the most used reports. You will learn why to use specific reports, how to interpret the data you gather, and the best way to manipulate the information to best serve your business unit. Please refer to the March 10th session which you can view [here](#) for specific examples focusing on SLUCare.

### ***Business Manager Training: Competitive Bidding Requirements***

[May 26th 11am- noon](#)

In this session we will review SLU's Competitive Bidding Policy and the role that Business Services plays in administering it. We will also cover the Purchasing Questionnaire in Workday, including: how to attach competitive bids, when a sole source is applicable, and when a purchase is covered by a competitive contract.

We look forward to working with you and seeing you at upcoming events.

*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](mailto: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>.