SAINT LOUIS UNIVERSITY

Business & Finance Division

What's New . . .

Future Business Managers' Meetings

Our next meeting is scheduled for:

- June 13th, TBD

Financial Planning & Budget Update

As a reminder, the following FY20 Budget forms are due to Brianne Burcke this Friday, January 11th:

1. Contractual Increases form - This form is used to identify additional expense that cannot be covered with existing budget due to contracts or agreements in place that have an increased rate in the new fiscal year.

2. Previously Approved Programs form – This form is used to indicate expenses approved when a program was initially created as programs typically take a couple years to ramp up therefore the expenses are staggered. If enrollment targets fall short of original projections, expenses should be adjusted accordingly. Only applicable for the colleges/schools.

3. Capital Requests – This form is typically used to request budget to purchase fixed equipment and property or to fund construction and renovation projects. It is also used to identify capital purchases or projects funded via departmental funds. There will not be any capital budget awarded for FY20 unless part of a multiyear commitment already established. Department funded capital purchases still need to be included on the request form as that information is critical for the cash forecast and scheduling with related parties (e.g. facilities or ITS).

Additionally, if you would like to present at a future Business Manager Meeting or have suggestions for helpful content, please contact Samantha Myers at samantha.n.myers@slu.edu. We would love to hear about best practices in your area as others could benefit as well.

Controller Update

Cognos Finance Report Update

There are new reports available in the Fiscal Management folder (Public Folders > Reports > Business Managers > Finance > Fiscal Management)

*BUSFM003 Report of Transactions (Operating and General Ledger) (FGR211) - Excel Multi Fiscal Year Select

Users now have the option of selecting more than one fiscal year, with the fiscal year for each transaction displaying in the first column of the report.

*BUSFM009 Account Code Summary - 5-year comparison Multiselect

Users now have the option of selecting more than one Report Field (i.e., Original Budget, Revised Budget, Actual Current Month, Actual Fiscal Year, Open Commitments, Budget Available, Percent Used) when running the five-year comparison report. For example, users may select Revised Budget and Actual Fiscal Year, with columns for Revised Budget and then columns for Actual Fiscal Year displaying.

Banner 9 Update

If you are currently submitting your Finance Transaction Corrections by completing the form located on the Business & Finance web site, you may want to consider entering them directly into Banner 9. The documents route for approvals for both the debit and credit funds, and then post to Banner. Please send an email to financesecurity@slu.edu with questions or to request access.

Treasury & Investments Update

Touchnet Access-Web Deposits/Marketplace Users

Touchnet applications including Web Departmental Deposits, Marketplace and other products can now be accessed via the mySLU portal under the "tools" tab (see icon image below).

Please note:

Users will still need to access Touchnet with their current Touchnet user id and password. This icon only provides users with a link to access the Touchnet login screen.

For detailed instructions on accessing the mySLU portal, please visit https://www.slu.edu/its/index.php. Please contact 314-977-3701 or sludeposits@slu.edu with any questions you may have.

PCI Compliance Training

PCI Training will be launched in January 2019 to all employees, contracted workers, student workers and volunteers that handle or process credit card data on behalf of the University. All users will be notified via email once the training is available. The training can be accessed via the mySLU Home tab and is to be completed by January 31st, 2019.

Please ensure all users in your department, division or school are aware of this requirement. Merchant Managers are responsible for ensuring all users operating under their respective merchant have taken the training. The Merchant Manager is also responsible for notifying merchantservices@slu.edu of new/terminated employees who handle or process credit card data. It is important to ensure all employees, contracted workers, student workers and volunteers who handle or process credit card data are trained. In the event of fraudulent activity and/or a breach of security, the Merchant Manager along with the user may be held accountable.

Central Processing Services Update

- Reminder to please submit **W9's** with your prize/award payment requests when submitting to eseepay@list.slu.edu.

- Upcoming training sessions in Business & Finance:

Concur Expense Report Training Session
January 17th, Thursday
10:00 a.m. - 12:00 noon
Wool Center Room 372
Register via Skillsoft

Risk Management Update

Risk Management would like to remind everyone that is renting a vehicle to thoroughly inspect the vehicle before signing the paperwork. We are unable to dispute claims once the paperwork has been processed.

Business Services Update

Billiken Buy Training
An instructor-led training session will be offered on Wednesday, January 30th, from 9-10:30 a.m. We will reserve the
room for an additional 30 minutes of Q & A. This training session will be held at the Wool Center - Third Floor - Room 372. If you would like to attend training, please email Anne Becker at anne.becker@slu.edu to be added to the meeting invite. Spacing is limited in this training; however, the session will also be offered by Skype for Business for any users that wish to attend remotely. An additional training session may be added from 1-2:30 p.m. that day if demand is high enough.

Billiken Buy: New User Interface Coming January 7th!
Unimarket is releasing a new user interface on January 7th. Billiken Buy will have a new, clean look, as well as new menus and icons for options. Please see the attached document for more information and contact Anne Becker at 977-1455 or anne.becker@slu.edu with any questions.

General Counsel Update

The Saint Louis University Compliance 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 Hotline at **1-877-525-KNOW (5669)**. Additional information and FAQs regarding the Hotline can be found on the General Counsel Homepage.