

What's New . . .

July, 2019

Future Business Managers' Meetings

Our next meeting is scheduled for:

- December 12th, TBD
-

Financial Planning & Budget Update

The FY20 salaries and budgets have been loaded into Banner. Please take a moment to review the information prior to the first payroll.

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.

Risk Management Update

Risk Management would like to remind everyone that if they are to drive for University business, they need to complete the MVLRC (Motor Vehicle License Registration Check) every new fiscal year. Larger departments use an online service to monitor driver's licenses. Please check with your supervisor.

<https://www.slu.edu/facilities/risk-management-insurance/automobile-insurance.php>

Also, please remember to register your golf cart with Transportation Services - follow this link to all important information for registration, rules and regulations and the training necessary to drive a golf cart for the University.

<https://www.slu.edu/parking/on-campus-transportation/index.php>

Central Processing Services Update

Friendly Reminders for Payment Processing:

- 1) All master vendor form packets should be sent to eseepay@list.slu.edu
- 2) All check cancels and requests for copies of checks should be sent to eseepay@list.slu.edu
- 3) All invoices for payment on a PO should be sent to accountspayable@slu.edu
- 4) All invoices for payment on a DPV should be sent to eseepay@list.slu.edu

Concur & DPV training sessions will resume in August after the year end close is completed.

Workday Update



SLU's goal in making this change to Workday is to strengthen the University by implementing innovative, best-in-class technologies and processes that better support and align with its excellence in teaching, research, and patient care.

Read the [June Newslink](#) for examples of how Human Resources expects Workday will help streamline HR process and reduce redundancy.

View the [Workday website](#) to learn more about the project and review the project timeline. The next Open Forum will be scheduled in September and if you missed the May Open Forum the presentation can be found on the website.

Workday's Human Resources module is on target to go live January 2020 and the Finance module is targeted to go live July 2020.

Business Services Update

FY20 Blanket Orders

Please see the attached document for important tips on entering FY20 blanket orders in Billiken Buy.

Please note that the Commitment Offices will disapprove requisitions created in the incorrect fiscal year or requisitions that have incorrect/incomplete information. If the requisition is declined, buyers will need to copy the requisition and resubmit.

This cheat sheet is also accessible as a link on the Billiken Buy landing page for future reference.

Links



[FY20 Blanket Order Cheat Sheet](#)

[Increasing a Blanket Order](#)

[Closing an Order](#)

[Request Help](#)

[Supplier Request Guide](#)

[FAQ](#)

For additional details on FY20 order requirements, please see this link:

<https://www.slu.edu/business-finance/departments-and-offices/financial-services/year-end-processing/index.php>

University Preferred Vendor Fair

Event Details: 10:30 a.m. - 2:00 p.m., July 19th, Wool Ballroom, Busch Student Center

Business Services will host the 2019 Saint Louis University Preferred Vendor Fair from 10:30 a.m. to 2 p.m. Friday, July 19th, in the Wool Ballroom in Busch Student Center.

The fair is an opportunity for faculty and staff to meet account representatives from preferred vendors. Complimentary light lunch items, attendance prizes and product demonstrations will be included throughout the event. Attendees are encouraged to bring business cards. Please contact Andrew Chism at andrew.chism@slu.edu or 7-3725 with 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- 5669**. Additional information and FAQs regarding the Hotline can be found on the University Compliance and Ethics homepage.