

## *What's New . . .*

September, 2019

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### **Future Business Managers' Meetings**

Our next meeting is scheduled for:

- December 12<sup>th</sup>, Young Hall Auditorium
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### **Financial Planning & Budget Update**

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](mailto:samantha.n.myers@slu.edu). We would love to hear about best practices in your area as others could benefit as well.

### **Business Services Update**

#### **Tips to Avoid Paper Jams in Copier Machines**

Paper storage is very important to a printer's performance as curled paper can cause machines to jam and break. Paper should be opened and placed immediately into the device as paper sitting open attracts moisture, dries out, or can be curled as it is moved. For any questions about the Xerox program please reach out to Andrew Chism at [andrew.chism@slu.edu](mailto:andrew.chism@slu.edu) or Jim Mueller [jim.mueller@xerox.com](mailto:jim.mueller@xerox.com). Additional information can also be found [HERE](#) on the Business and Finance website.

### **Central Processing Services Update**

Upcoming Training Dates in Business & Finance:

**DPV Q &A Session**  
**September 12th**  
**1:00 - 2:00**  
**Register via Skillsoft**

**Concur Expense Report Training Session**  
**September 19th**  
**10:00 - 12:00**  
**Register via Skillsoft**

## Workday Update



In May, the Finance Workday project kicked off with the Plan stage which included a series of discovery sessions in preparation for the Architect stage which just completed in August. The Architect stage included a series of workshops covering Finance Accounting, Procurement, Suppliers, Customer Accounts, Banking and Settlement, Projects, Grants Management, Endowments, Business Assets, and

Budgets/Commitment Accounting. Now that the architect stage has completed a prototype instance of Workday is being built. Customer confirmation sessions will be held in November to verify that the configuration matches SLU's needs. Testing will begin in January with a projected go-live date of July 1, 2020.

Members of Business & Finance met with representatives from VP's and Dean's offices in June to review Banner Chart of Accounts elements (e.g., fund numbers, organizations, activity codes) and will be scheduling follow up meetings/conversations for September. In addition, a revenue management survey was distributed to obtain feedback that will be used to analyze revenue management processes and determine best practices for SLU.

As SLU continues its transition to Workday, more open forums have been scheduled to provide the University community with the latest updates on the project.

Members of the project team, as well as representatives from Business and Finance, Human Resources, and Information Technology Services (ITS) will be on hand to answer any questions that arise.

The forums will be held as follows:

- 10-11 a.m. Wednesday, Sept. 25, Anheuser-Busch Auditorium, Cook Hall
- 9:30-10:30 a.m. Thursday, Sept. 26, 3<sup>rd</sup> Floor Multi-Purpose Room, Allied Health Building

For more information about the Workday project, visit [slu.edu/Workday](http://slu.edu/Workday) or contact Jackie Manikam, Workday project manager.

## Controller Update

Banner Finance Overview Training - Please contact [lisa.zoia@slu.edu](mailto:lisa.zoia@slu.edu) to schedule a training session.

## 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.