

What's New . . .

November 2021

Business Managers' Meetings

The next Business Managers' Meeting is scheduled for Thursday, December 9, 2021, at 9:00 a.m.

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.

Financial Planning & Budget

The revised [Create Budget Amendment for Organization Job Aid](#) and [Ledger Accounts to Spend Category Hierarchies Crosswalk](#) have been added to the Workday Job Aid & Video Library.

As a reminder, the following FY23 Budget forms are due November 19th:

- New Spend
- Contractual Increases
- Previously Approved Programs

Business Services

Andrew Chism has returned to his former duties in Business Services. If you need Business Services assistance, questions can be directed to the following contacts:

- SLUCare - Mary Lynn Thompson - marylynn.thompson@slu.edu
- Research - Ellen Borowiak - ellen.borowiak@slu.edu
- Academic, ITS, and Facilities - Andrew Chism - andrew.chism@slu.edu
- Billiken Buy and Workday Procurement – Anne Becker – anne.becker@slu.edu

Central Processing Reminders

- **Sales Tax Exemption** - The University is sales tax exempt and does not pay sales tax in MO & IL. If you are making purchases on behalf of SLU, be sure to carry and provide the vendor with the sales tax exemption letter prior to making the purchase. Some vendors have special processes to comply with i.e., Wal Mart--you must present the sales tax exemption letter at Customer Service prior to checking out. Know the necessary process before you go to make the purchase.
- **Retrofit Requests** - All retrofit POs should have an INVOICE attached. Do not attach only estimates, work orders, statements, or quotes as the backup. Payments are only paid off invoices.
- **Apple Quotes & PO's** - POs should match the separate lines on your quote from Apple. Please do not consolidate all quote lines into one line/amount on the PO/req. AP can only enter one invoice against the PO if you enter the PO as a lump sum amount on a goods line.

- **Credit Memo's** - Departments should forward ALL Credit Memos from vendors to accountspayable@slu.edu for processing, whether for a PO or Supplier Invoice Request. Include the PO # if for a PO purchase and INVREQ# if the credit is for a Supplier Invoice Request.
- **Payments to Foreign Payees/Suppliers** - Correct spend category selection is necessary so that payments route to the Tax Accountant for review.
 - The only spend categories that should be selected on these payments are the following:
 - Non-Resident Alien Payments
 - Foreign Source Income - Services Outside US by Non-Citizen (to be used when the payee did not travel to the US)
 - 2021 Employee Moving Expense Reimbursement Deadline - Employees eligible for 2021 moving expense reimbursements must submit reimbursement requests via Concur or Supplier Invoice Request to the University's Central Processing Center for final approvals on or before Wednesday, November 24, 2021, to meet W-2 reporting deadlines. Any moving expenses submitted after that date will be processed, paid, and reported in 2022.

Travel Reminders:

- **Travel Booking** - When booking travel in Concur or over the phone with a TravelPlex agent, be sure to know your correct Workday account to charge the expense to >>>Cost Center/Fund/any Worktags? Grant, Gift, Program, Project, Specialty, Activity Code.
- **Car Rental & Insurance** - When renting a car on University business be sure to take the supplemental insurance option at the counter with a minimum coverage of \$100,000.00. If renting from our preferred vendors - Enterprise or National - the insurance is automatically included. If renting from an agency other than our preferred vendors, you must opt in for the coverage at the counter. This is a change in policy due to insurance regulations per the Office of Risk Management.

Workday Financials



Questions or Issues with Workday Financials? Contact wdfinance@slu.edu

Workday Financials Office Hours

In these sessions we will answer any of your questions relating to Workday Financials, pertaining specifically to Financial Reporting, FDM, Accounting, Invoices, Purchasing, Grant Accounting, or other related financial topics. 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.

We will be holding these open office hours once a month. The scheduled dates and registration are as follows:

- **Nov 17th @ 9:00am – 10:00am**

<https://slu.zoom.us/meeting/register/tJkceirqDMoGtymj1i2QD-jLNcHdiE7ttP->

- **Dec 15th @ 9:00am – 10:00am**

<https://slu.zoom.us/meeting/register/tJUocO6vqTojGNdTvXMklh5nvVj9SJCmhWrf>

- **Jan 13th @ 9:00am – 10:00am**

https://slu.zoom.us/meeting/register/tJArdu2urzIuEtEJE5H_hg8U_DGagUeU97ob

Workday Financial Accounting Structure Updates

- **Cost Center Name Changes**
 - D077 Language Resource Center (was Language Learning Center)
 - D018 Center for Social Action (was Center for Service and Community Engagement)
- **New Cost Centers**
 - D139 Cross Cultural Center for Global Citizenship (CCCGC)
 - D309 VP Diversity and Innovative Community Engagement (DICE)
- **Cost Center Hierarchy Changes**
 - Moved D165 CSB Career Resources to **S03-1 Chaifetz School of Business Operational**
- **New Cost Center Hierarchy**
 - E65 VP Diversity and Innovative Community Engagement CCH
 - Includes Cost Centers D760 Institute for Healing Justice and Equity, D018 Center for Social Action (CSA), D139 Cross Cultural Center for Global Citizenship (CCCGC), D309 VP Diversity and Innovative Community Engagement (DICE), E65 VP Diversity and Community Engagement

Workday Financial Reporting Updates

New Reports:

- **CR - FIN Operating Expense Budget Balance by Org**
 - YTD Budget Balance for Operating Funds
 - Beginning budget balance, Expense, Transfers, Encumbrance, Pre-Encumbrance, Available balance
- **CR - FIN SLUCare Net Patient Fees by Cost Center**
 - Provided for monthly Pestello slide deck
 - Budget vs Actual Net Patient Fees revenue and wRVUs for selected time period
- **CR - FIN SLUCare Contract Revenue Budget vs Actual**
 - Provided for monthly Pestello slide deck
 - Budget vs Actual Contract Revenue by Contract – Custom Org for selected time period
- **CR – FIN SLUCare Financial Results**

- Provided for monthly Pestello slide deck
- Summarized version of Budget vs Actual for current period, current period YTD & Prior YTD
- **CR – FIN – SLUCare Contract Revenue by Cost Center**
 - Provided for monthly Pestello slide deck
 - Summarizes Budget vs Actual for Outside Contract Revenue and SSM Contract Revenue by Cost Center
- **CR – FIN Receivables Aging for Allowance**
 - Copy of Receivables aging with added columns: Specialty, Program, Project, Gift, Fund & Function

Report Updates:

- **Gift Book and Fair Market Value**
 - Added Cost Center column
- **1099 Detail**
 - Changed the name of 1099-MISC to 1099 Detail
 - Added a prompt for 1099 Form Type
 - Added a column for 1099 Form Type

Reports in Progress:

- **Statements for Big Book**

Human Resources

Last month we focused on [Reviewing, Updating and Managing Goals](#).

All past sessions can be found in the "Business Manager" folder in SkillsSoft. Click [here](#) for a complete list of past sessions and access the recordings.

This month, we are pleased to announce a session on:

Business Manager Training: Keep your department's performance reviews on track: How to edit goals in the self-evaluation phase of the year-end review.

November 17 from 9:00 am-10:00 am

This course will demonstrate the process for making sure that all goals are current, correct, and complete once the year-end review is launched and in the self-evaluation phase. Click [here](#) to register.

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>.