

What's New . . .

March 2022

Business Managers' Meetings

The next Business Managers' Meeting is scheduled for Thursday, March 10, 2022, 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](#). We would love to hear about best practices in your area as others could benefit as well.

Financial Planning & Budget

Welcome Maggie Workman to the Budget Team!

Maggie started her SLU journey in 2018 in the Business & Finance Division as a Central Processing Center Coordinator, then transferred to the Treasury Department in 2019 as a Treasury Analyst I. While in this department, she completed her master's degree in Leadership & Organizational Development. She is excited about her recent promotion to the Financial Planning & Budget Department as a Financial Analyst II! She has thoroughly enjoyed her last four years at SLU and looks forward to many years to come!

FY23 Budget

The FY23 budget bases, workbooks, guidelines, and any supporting schedules will be distributed as soon as possible. We are waiting on decisions from senior administration regarding distribution of the compensation pool and apologize for the delay.

Central Processing

Payment Processing Reminders:

- If you provide a PO# to a supplier to pay an invoice, the invoice will then be charged against the PO that you provided when it is processed by Accounts Payable. Do NOT also pay the invoice with your P Card, because it will create a double payment.
- If you are splitting costs with other department(s) for an expense, only one Requisition or Supplier Invoice Request should be submitted. One department will submit the Requisition or Supplier Invoice Request and split the allocation between the cost centers. This can be split on the transaction in Workday. The transaction will then route accordingly within Workday to the multiple cost centers for their approvals.

Interim Travel Policy Update:

- The University has updated the Interim Travel Policy. The primary change is "Faculty, staff and students must receive approval from their Academic Dean, Clinical Chair, or Vice President for any University-sponsored travel that is to occur during the Spring 2022 semester." The Level IV destination restriction is no longer in place at this time. Please read the policy update in its entirety at the link below:

https://slu.policystat.com/policy/token_access/91462341-f074-4b80-b991-6af96246a628/

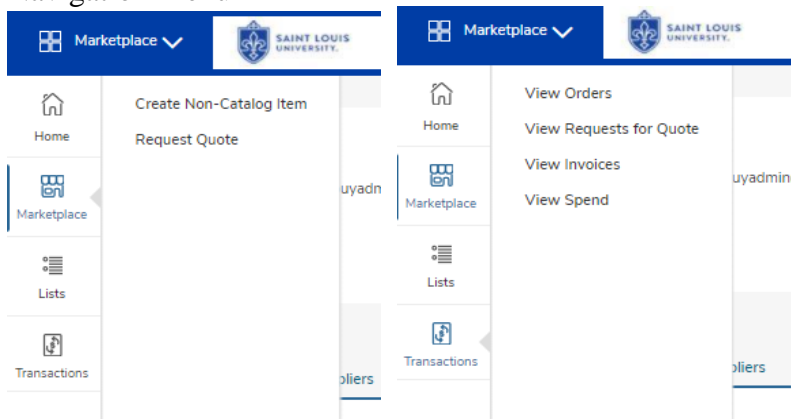
Business Services

New Look to Billiken Buy!

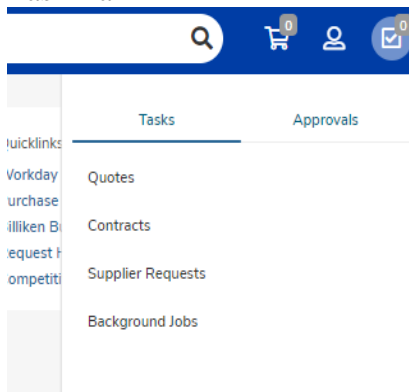
There have been changes made to the Module Switcher, Navigation Menu and Task Bar in Billiken Buy. The new menus leave all your familiar features in the same place, but with a modernized design to take up less space on the screen and make navigation quicker and easier for users.

Here are some examples of how the new menus appear:

Navigation Menu



Task Bar



Some additional User Interface changes will be launched at the end of March 2022.

New Staples Promotional Products Account Manager

Saint Louis University has a new account manager for Staples Promotional Products:

Nikki Promades

Account Development Manager

954.379.5454

561.758.6813

nikki.promades@staples.com

Please contact Nikki with any questions or quote needs.

Amazon Business

Saint Louis University recently signed a domain agreement with Amazon Business, which grants us ownership of all Amazon accounts with email addresses containing sltu.edu or health.slu.edu email domains. We are in the process of adding Amazon Business accounts for P-Card holders and removing amazon.com accounts with the sltu.edu and health.slu.edu domains. In the coming weeks, we will be sending out targeted communications to affected account holders on how they should access their accounts for future purchases. Please note, all Saint Louis University Amazon purchases should be made through this central Amazon Business account through Billiken Buy. Questions on this or future Amazon Business emails can be directed to anne.becker@sltu.edu.

Workday Financials



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

Welcome New Director, Workday Financial Systems Mindy Brown

Mindy has held several positions in Business and Finance since joining SLU, most recently as the Manager of Treasury and Investments. Mindy was an integral part of our Workday implementation serving as the lead in both the Cash and Accounts Receivables areas.

Workday Accounting Structure Updates

- **Cost Center Hierarchy D222** and associated cost centers are to be inactivated
 - Cost Centers should no longer be used on transactions
 - D222-1 CCCC-Admin
 - D222-2 CCCC-General Cardiology
 - D222-3 CCCC-EP Services
 - D222-4 CCCC-Cardiac Catheterization
 - D222-5 CCCC-Cardiac Surgery
 - Z450 Cardiology
 - Z451 Core Lab
 - see instead Z204 IM-Cardiology and Z212 IM-Cardiology-ECG Core Lab

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>.