

What's New . . .

July 2024

Business Managers' Meetings

The next Business Managers' Meeting is scheduled for September 2024.

If you would like to present at a future Business Manager Meeting or have suggestions for helpful content, contact: [Heather Kotsybar](#). We would love to hear about best practices in your area, which may also help others.

Budget Office

As President Pestello mentioned on July 2, 2024, the Board of Trustees approved the FY25 budget on June 5th which was an approximate one-month delay from our normal budget approval timeline due to the FAFSA process delays. As a result, we have a tight deadline for business managers to complete and return the final budget workbooks to our office. As communicated in the Budget Guidelines sent out last week, business managers must return all completed budget workbooks by July 12th via the Sharepoint site. Final budgets will not be loaded into Workday until the end of August, but business managers should continue to monitor actual costs before final loading. Also mentioned in the President's communication, merit will not be determined until this October, therefore the workbooks do not contain any merit increases for FY25. If merit is granted later in the fiscal year, the Budget Office will send merit workbooks to all the departments, and budget amendments will be entered into WorkDay at that time.

Three interactive training sessions led by the Budget Office for business managers occurred over the past week on the budget process and workbooks. Please contact the Budget Office if you could not attend any of those training sessions and if you require assistance or have any questions.

Sponsored Programs Group

Please welcome Erin Hill, the new Director of Sponsored Programs Financial Management. She will be responsible for accurate, timely, and consistent financial information on the University's sponsored programs in accordance with Generally Accepted Accounting Principles and Office of Management and Budget Uniform Guidance. Erin is a certified public accountant and certified fraud examiner. She began her career in a public accounting firm for over a decade working on audits of a non-profit organization and tax fillings for complex businesses. Erin was the previous manager of technical accounting for SSM Health where she was responsible for their Uniform Guidance audit.

In her free time, Erin enjoys spending time with her family. You'll find them playing on the local soccer fields, exploring STL's food scene, and enjoying the city's many family-friendly attractions. If you need to contact Erin, her email address is erin.hill.1@slu.edu.

Please welcome Alia Davis, MBA, GCPM as the new Financial Management Award Specialist, Senior. Alia is an avid reader and enjoys jazz and blues music. She has stated that she is very excited to be here at SLU! She has over 10+ years of experience in finance, administration, banking analytics, and working with grants and budgets. She holds a Master of Business Administration from Webster University and a vocational degree in Project Management from Webster University. Alia looks forward to being at SLU for years to come.

Accounting & Financial Reporting:

Fixed Asset Inventory

The University has engaged Blue Summit to help address findings from the University Guidance audit. Part of Blue Summit's work will be to conduct a physical inventory of capital equipment identified as being purchased from Federal awards. In the next few weeks Business and Finance will be reaching out to business managers to arrange on-site visits in July/beginning of August to confirm information such as equipment locations and serial numbers.

Thank you for your assistance with this important project.

More Information

Contract - Custom Org worktag is required for all Customer Contracts and Customer Invoices posting to the following Revenue Categories:

Ledger Account 4500 Other Sources:

Alumni Programs (507)
Miscellaneous Invoice Revenue
Other Income Education Departments (507)
Other Income General Fees (507)
Other Sources (507)
Rental Income (506)
Royalty Income (506)
Suspended Cash Receipts
Tax Discounts (507)
Security Deposits

Ledger Account 4503 Contract Revenue - Other:

Other Contract Revenue

Run report **Data Audit - Contract Custom Orgs** to see a complete list of Contract Custom Orgs. If a new Contract - Custom Org is needed, please send an email to wdfinance@slu.edu.

Customer Contract and Customer Invoice job aids are available in the Workday Job Aid & Video Library under the Finance tab. For questions regarding usage of the Contract Custom Org worktag or Customer Accounts, please contact accountsreceivable@slu.edu.

Business Services

Updated Workday Procurement Dashboard

Business Services has been working with the Workday Finance team to develop an updated procurement dashboard and it is now available on the Workday menu to applicable users. Please note that the former "Procurement" app has been replaced with "Procurement Dashboard".

This document shares more details on how you can configure the new reports on your procurement dashboard and use them to monitor your blanket order balances and open encumbrances throughout the fiscal year.

[Procurement Dashboard Update - Including Report Tips.docx](#)

If you have any questions on this information or need further assistance using the dashboard, please contact anne.becker@slu.edu.

American Type Culture Collection (ATCC) Update

American Type Culture Collection (ATCC) no longer accepts purchase orders from companies that have an annual spend of less than \$100,000. SLU's annual spend is about \$25,000. As a result, ATCC will no longer accept purchase orders from SLU.

Fisher and VWR offer some of the products SLU purchases from ATCC, and shipping is included in the price. When ordering direct from ATCC, a shipping charge of \$87 applies. Pricing was compared between Fisher, VWR, and ATCC. Even though ATCC charges for shipping, their pricing was the most competitive. Until further notice, purchasing directly from ATCC and charging the P-card is a better option. ATCC has been deactivated in Workday and Billiken Buy.

If you have any questions on this, please contact marylynn.thompson@slu.edu.

Workday Finance

Workday Financials

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



Workday Accounting Structure Updates:

New Spend Categories:

Local Transportation - Bus Charters (SC50312) - posts to Ledger Account 5104: Local Business

Lodging Domestic - Non-Reimbursement (SC50313) - posts to Ledger Account 5105: Domestic Travel

Lodging Foreign - Non-Reimbursement (SC50314) - posts to Ledger Account 5106: Foreign Travel

SLUCare Non-Physician Faculty (SC30044) - posts to Ledger Account 5000: Salaries and Wages

Spend Category Name Changes:

FT Faculty SLUCare (SC30005) has changed to: **SLUCare Faculty Physicians**

FT Faculty Supplemental-SLUCare (SC30007) has changed to: **SLUCare Faculty**

Supplemental-Physician and Non-Physician

FT Faculty SLUCare Incentive Pay Accrual (SC30008) has changed to: **SLUCare Faculty Incentive Pay**

Accrual - Physician and Non-Physician

New Cost Centers (included in S68/E70):

D781 Research Development Group (RDG)

D782 Research Computing Group

D783 Conflict of Interest (COI)

D784 OVPR Support / Admin

New Cost Centers (included in S64/E21):

D790 Public Relations and Communications

D791 Brand Management

D792 Account Planning and Marketing Strategy

Workday Report Updates and Additions:

As a reminder, you may not have access to certain Workday Reports due to security. Please email wdfinance@slu.edu with any questions. (See page 5)

Report Name

Update/Description

Functional Area

<p>CR - FIN - Awards Report</p>	<p><i>Added Proposal ID and Award Proposal Column</i></p>	<p><i>The report is available to the following security groups:</i></p> <ul style="list-style-type: none"> <i>Accounting Manager,</i> <i>Award Analyst,</i> <i>Award Approver,</i> <i>Award Billing Specialist,</i> <i>Award Contract Analyst,</i> <i>Award Contract Specialist,</i> <i>Award Contract Specialist (Unconstrained),</i> <i>Award Specialist,</i> <i>Award Specialist (Unconstrained),</i> <i>Award Task Analyst,</i> <i>Company Reporting - Grants Management,</i> <i>Conflict of Interest Approver,</i> <i>Cost Center Approver \$100K,</i> <i>Cost Center Approver \$200K,</i> <i>Cost Center Approver \$25K,</i> <i>Cost Center Approver \$2M,</i> <i>Cost Center Approver \$50K,</i> <i>Cost Center Approver \$5K,</i> <i>Cost Center Financial Analyst,</i> <i>Cost Center Manager,</i> <i>Director of Sponsored Programs,</i> <i>DNU Commitment Office >\$2.5K E-40,</i> <i>Finance Analyst,</i> <i>Finance Auditor,</i> <i>Finance Executive,</i> <i>Function Financial Analyst,</i> <i>Fund 32 Grant Manager,</i> <i>Fund Financial Analyst,</i> <i>Fund Manager,</i> <i>Gift Financial Analyst,</i> <i>Gift Manager,</i>
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Office of University 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 on the Office of University Compliance and Ethics homepage:

<https://www.slu.edu/compliance-ethics/hotline.php>