What's New . . .

May 2023

Business Managers' Meetings

The next Business Managers' Meeting is scheduled for September 7, 2023, at 9:00 a.m. in Il Monastero Banquet Center, 251A, located at 3050 Olive St, St Louis, MO 63103.

If you would like to present at a future Business Manager Meeting or have suggestions for helpful content, contact: Etta Madura. We would love to hear about best practices in your area as others could benefit as well.

Controllers Office

Claire Rehbein joins the Sponsored Award Accounting Group as an Award Approver. She has been with SLU 4 years (moved to SSM for a short time), then returned in April to the SPA Group.
She will be graduating in May with her Master's in Organizational Leadership & Development.
We are happy to have her on the team.

Accounting and Financial Reporting

The University has engaged Grant Thornton to help address findings from the Uniformed Guidance audit. Part of Grant Thornton's work will be to conduct a physical inventory of capital equipment identified as being purchased from Federal awards. Grant Thornton representatives will be reaching out to business managers in May to arrange on-site visits to confirm information such as equipment locations and serial numbers.

Thank you for your assistance with this important project.

Human Resources

Upcoming Business Manager Training

- Workday Tips & Tricks
  May 11, 2023, 9:00-10:00 am
  Mindy Brown - Director, Workday Financial Systems
  Click here to register.

Webinar Description: In this session, Mindy Brown, Director, Workday Financial Systems talks with us about various tips and tricks related to Workday Finance.

- FY24 Budget Refresher Course
  Available to review anytime in Workday Learning
  Janet Strader, Director of Planning & Budget

  Webinar Description: In this session, Janet Strader, Director of Planning & Budget walks us through preparing the FY24 annual budget.

Risk Management

Business Travel Accident Insurance Announcement
Risk Management would like to remind employees of the International Travel Insurance available. If you are a university employee who works 32 hours a week or more and travels on university-sponsored business, you may be entitled to international travel accident coverage for you, your spouse, and children traveling with you, as well as important related travel services. This is a free service for employees.
All employees should register with Risk Management when traveling abroad to ensure that this service is available if the need arises. You can register your trip with Risk Management by going to their webpage and looking for the section called "International Travel" or by filling out this Google Form.

Central Processing Center

Credit Memo/Invoice Processing
If you receive a credit memo/invoice from a supplier or you are aware of a credit due to SLU from a supplier, please forward the credit memo received to accountspayable@slu.edu or send an email notifying of the credit due to SLU.

PO - Encumbrance Review
Departments should review their Find Purchase Orders - Open Encumbrance report and send an email to accountspayable@slu.edu to close any POs that need to be closed.

Concur Expense Reports
Please remember when traveling for a conference, attach the conference published room rates in the report backup. Also, for all reports, please make sure that your expense line allocation work tags are correct per the Workday mapping.

Business Services

Purchase Order Requirements for Hotel Stays
Here are some general guidelines on how to create a purchase order for hotel stays in Workday:
Create a Standard Purchase Order in Workday in advance of your hotel stay
Spend Category: Lodging Domestic
Requisition Requirements – Include:
- Trip Number

- Dates of Stay
- Name(s) of Person on Hotel Confirmation
- Attach Hotel Booking Confirmation if available.

PO Example:

A22111338171-A. Madhukar Reddy will be visiting as a Guest Candidate for AE/ME.
Hotel stay will be from December 1-3, 2022 at

The Angad Arts Hotel
Reservation # 108986
2 Nights
Thursday and Friday December 1-3, 2022

Dec. 1, 2022 Room Rate: $99.00
Dec. 2, 2022 Room Rate:$155.00
TAX EXEMPT***
Total = 254.00

Questions? Contact accountspayable@slu.edu

We have included an attachment of hotels that offer special negotiated rates for Saint Louis University. The rates are based on the availability at that hotel on that date. Please reach out to Ellen Borowiak in Business Services (ellen.borowiak@slu.edu) with any questions.

Workday Procurement Job Aid Crosswalk
There are many procurement job aids available on-demand to Workday Finance users. In the Workday job aid library, the Procurement Job Aid Crosswalk defines the procurement job aids and provides direct links to each. It is a great tool to share with new staff members who will use Workday Finance for procurement tasks.
Contact billikenbuyadmin@slu.edu if you have any questions regarding this document or Workday Procurement tasks.

Delivery Issues at the SAP Building
The Business Services team has been working with SSM Health to address package delivery issues at the SAP building. SSM's current package delivery process is as follows:

Deliveries from outside freight carriers (UPS, FedEx, etc.) to SSM-owned buildings and SLU packages for the SAP building are rerouted to the hospital delivery dock. SSM personnel deliver the packages to their respective building mail rooms. Since SSM dock personnel cannot access Workday to track down where SLU packages go in the SAP building, this has resulted in deliveries being delayed or misplaced. Going forward, SLU packages delivered to the hospital dock will be forwarded to a new mail slot in the SAP mail room titled "Saint Louis University". You will not receive notice that a package is delivered, so if you are expecting a package, please check the mail room.

Please reach out to marylynn.thompson@slu.edu or anne.becker@slu.edu if delivery issues continue or if you have any questions.

Amazon Business Order Reminder
SLU's Amazon Business punchout guarantees a seven-day inventory hold and pricing lock for items ordered. If the PO is approved outside of the seven-day window and inventory is no longer available or the price is higher, your PO may get cancelled. The PO Buyer will receive an automated notification from Amazon Business if this happens. To avoid order

cancellation, we recommend having your purchase requisitions approved in less than seven days. If your PO is cancelled by Amazon Business, please reorder the item, and reach out to billikenbuyadmin@slu.edu to cancel your original PO in Workday to clear the encumbrance.

Workday Financials

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

Workday Tips

To view the last six months of data on a report, select the Last 6 Periods option in the Time Period section within the report parameters pop-up:

Period	*	✕ FY2023 - 10 - April	☰
Time Period	*	✕ Last 6 Periods ⋯	☰

Workday Accounting Structure Updates

The following internal service providers have been set to inactive:

- Family and Community Medicine
- Internal Medicine
- Ob/Gyn/Women's Health
- Ophthalmology - Sight and Sound Center
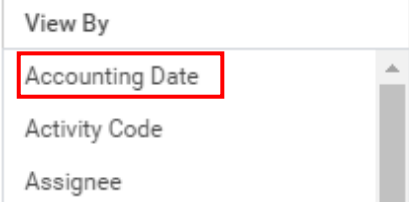- Orthopedic Surgery
- Psychiatry
- Radiology
- Surgery

Internal Service Providers Name Change
SLUCOR changed to HCOR.

Workday Report Updates and Additions
As a reminder, you may not have access to certain Workday Reports due to security.

Report Name	Update/Description	Functional Area
CR-FIN-Budget vs Actuals – Awards/Grants by Grant	Encumbrance column has been added.	Grants - This report is available to those who manage research based on their Organizations.
CR-FIN-Budget vs Actuals – Awards/Grants Summary	Encumbrance column has been added.	Grants - This report is available to those who manage research based on their Organizations.

Data Audit – Grants Report	Purpose Code and Sponsor columns have been added.	Grants - This report is available to those who manage research based on their Organizations.
CR-FIN-Receivables by Aging by Org -without Subtotals Report	Created by and Fund columns have been added.	This report is available to those who manage financial reports based on their Organizations.
CR-FIN-Award Proposal Report	Cost Center and Cost Center Hierarchy columns have been added.	This report is available to: Accounting Managers, Award Contract Specialists, Award Specialists, Finance Analysts, Finance Executives, Pre-Award Analysts, Pre-Award Specialists, and Sponsored Programs Managers.
Data Audit-Award Report	Cost Center and Cost Center Hierarchy columns have been added.	Grants - This report is available to those who manage research based on their Organizations.
CR-FIN-Report of Transactions Report	Object Class column has been added.	This report is available to those who manage financial reports based on their Organizations.
CR-FIN-Journal Lines by Org Report and CR-FIN-Trial Balance Detail Report	Accounting Date has been added under the View By section.	This report is available to those who manage financial reports based on their Organizations.
CR-FIN-Special Conditions on All Awards Report	A new report has been added to Production. This report includes Award, Award Name, Award Number, Award Status, Award Lifecycle Status, Special Condition, Award Start Date, Award End Date, and Principal Investigator.	Grants - This report is available to those who manage research based on their Organizations.
CR-FIN-Expense by Supplier Report	A new report CR-FIN-Expense by Supplier has been added to Production.	This report is available to those who manage research based on their organizations.

CR-FIN-Budget Amendment Plan Line Report	A new report CR-FIN-Budget Amendment Plan Lines has been added to Production. This report includes Budget Amendment, Budget Amendment ID, Cost Center, Ledger Account, Spend Category, E Level, S Level, Ledger/Budget Debit Amount, Ledger/Budget Credit Amount, and Amendment Description.	Functional Area: Budget

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 FAQ's regarding the Integrity Hotline can be found at the Office of University Compliance and Ethics homepage: https://www.slu.edu/compliance-ethics/hotline.php

*The following preferred hotels offer special negotiated rates for Saint Louis University. The rates below are based on the availability at that hotel on that date. Please reach out to Ellen Borowiak in Business Services (*ellen.borowiak@slu.edu*) with any questions. Thank you.*

Aloft Hotel   **Rates: $139/night**
4245 Duncan Ave., STL MO, 63110
Hotel: 314.639.0050

Angad Arts Hotel   **Rate: Best Available Rate, not to exceed $155/night,**
3550 Samuel Shepard Dr., STL MO, 63103   **standard room, reference Saint Louis University when**
Hotel: 314.561.0033   **making Reservation**

Chase Park Plaza   **Rate: $179/night, standard room, or 5% off BAR.**
212 Kingshighway Blvd., STL MO 63108   **Reference Saint Louis University when making**
Hotel: 314.633.3000   **Reservation**.

Element Hotel**   **Rates: $154/night**
3763 Forest Park Ave., STL MO 63108
Hotel: 314.639.0060

Drury Hotel, Forest Park*   **Rate: $139**
2111 Sulphur Ave., STL MO 63139
Hotel: 314.646.0770

Drury Hotel, Union Station*   **Rate: $135**
201 S. 20th Street, STL MO 63103
Hotel: 314.231.3900

Pear Tree Inn*   **Rate: $123**
2211 Market Street, STL MO 63103
Hotel: 314.241.3200

Drury Plaza Hotel, Arch*   **Rate: $145**
2 S. 4th St., St. Louis, MO 63102
Hotel: 314.231.3003

Drury Inn & Suites, Brentwood*   **Rate: $142**
8700 Eager Rd., Brentwood MO 63144
Hotel: 314.968.3704

*Reservations at Drury Hotels can be made by calling the reservations line at 800.378.7946 or www.druryhotels.com. Please reference Corporate Rate Code ID: **309848**

**Please reach out to Jackie Stout (jstout@midashospitality.com) at Element Hotel for SLU rates for long term stays and suites