**What’s New . . .**

**June, 2008**

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**Reminder: June Business Managers’ Meeting at Medical School Lecture Hall A**

**June Business Managers’ Meeting Reminder** – Our meeting will take place on Thursday, June 12\(^\text{th}\) from 9:00 am – 10:30 am at the Medical School in Lecture Hall A.

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**Online Training Resources**

The Business and Finance Division would like to announce an addition to our website: the **Online Training Resources** page. This page, found on the home page for Business and Finance, can be used as a portal to all of the training manuals and tutorials that have been created as a resource and time-saving tool for other University employees. These resources include:

- Banner Finance User Guides and Manuals
- Banner Leave and Time Reporting and Approving Manuals
- Banner Leave and Time Reporting and Approving Tutorials
- eSeeIDO (Online IDO)
- eSeePay (Online DPV)
- Finance Budget Development
- PCard Manuals
- PCard Tutorials
- Online Requisitioning Manuals
- Online Requisitioning Tutorials
- Salary Planner Tutorial

Stay tuned for more training resources to come.

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**Updates From the Travel Department**

1. Prior to approval, the FUND and ACCOUNT NUMBERS entered should be reviewed for accuracy by travel approvers.

2. When BEEVS and ETERVS for a non-employee or a non-student are submitted, please include the guest’s home or business mailing address on the form. If you want the check returned to a campus address for handling, please include an addressed interoffice envelope otherwise the check will be mailed to the payee.

3. Remember to review the online DPV (eSeePay) documentation and tutorial in order to have access to process payment requests by July 1, 2008.

and also . . . .

4. New Visa rules:
Passengers traveling to the United States from countries whose citizens do not need visas must register online with the US government at least 72 hours before departure, in the latest measure to strengthen American security. Although the new rule requires 72 hours advance registration, it will be valid for multiple entries over a two-year period.

Michael Chertoff, the Homeland Security secretary, on Tuesday announced the new rule.

The rule will only apply to citizens of the 27 visa-waiver program countries, which includes most of western Europe, in addition to Australia, Brunei, Japan, New Zealand and Singapore. The US has signed agreements with eight other countries – including the Czech Republic, Hungary and South Korea – putting them on track to join the program.

Under the system, passengers will submit the same information that is currently included in the I-94 immigration form that must be filled before entering the US. Passengers will be able to register from August, although the rule will become mandatory in January. Registration will be possible through travel agents, airline websites or through a special US government website (https://esta.cbp.dhs.gov).

**Business Services Department Announces P-Card Vendor List**

Recently, an email was sent out to the Business Managers in regards to P-Card vendors that are used for both the University side and the Medical side. The spreadsheet that was attached to that email lists these vendors.

Going into the FY09 fiscal year, as noted on the spreadsheet, only the P-Card will be used to conduct business with some of these vendors.

The reasons for this business practice are many:

- It provides convenience, flexibility, and security for purchases.
- It is especially cost effective for low dollar purchases.
- It speeds up the purchase to pay cycle.
- It reduces processing costs for the organization.
- It has built in limits and controls for program management at the University and department level.

A few other things to note:

1. Funds tied to grants will still be set up on Standing Orders as usual.
2. There is no change to the on demand (P) Purchase Orders. However, if the P-Card can be used instead of a P Purchase Order please do so, particularly for smaller purchases.
3. Please note on the spreadsheets that, even though some vendors can be set up on a Standing Order, the P-Card is still preferred.
4. As the success of this program continues, more vendors will be added to the P-Card Only list.

**eSeeIDO Update from Financial Services:**

Please see below for a quick list of updates/hints/clarifications for processing eSeeIDO documents:
• The eSeeIDO Query/Approval/Completion screen now displays three tips: to use upper case when entering the IDO document number, to select status ALL if you do not know the status of the document, and to use upper case when searching by Requestor/Provider.

• Comparative Medicine is now accepting eSeeIDO’s. Select Comparative Medicine from the Service Type drop down list on the eSeeIDO-Request Entry screen.

• eSeeIDO is not a replacement for Transaction Correction documents. Transaction Corrections must still be processed to reallocate or correct non-payroll transactions.

• Generic IDO’s require proper account code usage:
  o Non-mandatory transfers are only valid between Designated fund numbers (2xxxxx’s) with the debit to account code 885012 and the corresponding credit to account code 519012.
  o Copier usage between departments should be recorded with both the debit and credit to account code 744200.
  o Enter requests for Allied Health Cafe services with a debit to account code 771070, Inter-Departmental Professional Service.
  o Enter requests for workshops offered by University departments with a debit to account code 771120, SLU Workshops/Seminars.
  o Note: Incorrect account code usage will require the requestor to complete a Transaction Correction form.