What’s New . . .

September, 2008

Reminder: No September Meeting

There will be no Business Managers’ Meeting for September. For the schedule of the upcoming meetings, please go to the Business and Finance website.

Business Services

Copy Paper Increase

Due to Increases in pulp prices, Corporate Express and Office Products Now will increase their price on standard 8 ½” x 11” bright twenty pound papers. The price increase is effective immediately. Corporate Express’ charge will increase from $2.75 per ream to $2.98 per ream. Office Products Now, the university’s minority vendor, raised its prices from $3.29 to $3.49 per ream. Business Services has confirmed that this increase is industry-wide; however, the University continues to receive an extremely competitive price for paper. Please direct any questions you have about this announcement to Annaliese Neff at aneff4@slu.edu or 977-7044.

Central Processing

Non-medical campus documents with grant related fund numbers beginning with 3 that come to the Salus Center Financial Commitment office for approval, should first route to Sponsored Programs office, at Fusz Hall suite 357. After their review, the documents will then come to Salus Commitment. Effective immediately, study patient payments of $25 or less should be made in the form of a gift card. SLU currently does business with Target, Walmart, Schnucks and Shop n Save for gift card orders.

Standard Services Agreement (SSA) is not required for Corporations. One of your first questions to a potential service provider should be "are they a corporation". If they say yes, ask for a completed W9 form. Confirm that they have marked the form as being a Corporation. If you proceed to do business with the Corporation, submit the W9 with the purchase requisition or DP form and a SSA will not be required.

It is the Departments’ responsibility to communicate new PO numbers (especially the standing orders) to vendors. Accounts Payable is receiving many invoices without current fiscal year PO numbers. This greatly impacts the ability to process the invoices timely.

BEEV (Business Entertainment Expense Voucher) submissions should have all receipts taped to 8 1/2 x 11 paper. Do not use staples on the receipts. Your assistance will aid us in scanning and processing more timely.
Local taxi service will be an allowable expense on your P-card later this month. We are working with American Express to have this removed from our list of blocked merchant codes.

Online eSeePay DPVs

A CREDIT MEMO box has been added to the online eSeePay DPV entry screens. It is located just above the payment type lines. Enter all the positive charges on one DPV. Then on a second DPV, click the CREDIT MEMO box and enter fund/account/amount numbers (do not use a negative sign) that should be reduced. The two DPVs will combine on one payment for the net amount. You may want to add a note on each one that there is another DPV that should be processed along with it so that both will be ‘approved’ in the queues at the same time.

When entering dates for "Vendor Invoice Number" on DPVs in the eSeePay system, please be consistent with the format. Use the MMDDYY format as displayed. Otherwise, there is a chance the same pay request could be made when two or more persons in the same area enter documents. For example: 090408, 09/04/08, 09-04-2008, Sept 4, 2008 and so on would all be treated as new invoice numbers in the Banner system.

Netscape browser causes amounts to round to dollars in the online eSeePay DPV system. If you experience this problem, please contact the help desk to have your computer changed to Firefox or Internet Explorer.

Beginning Monday, September 22nd, paper DPVs will be returned unless prior approval from Accounts Payable has been received to process on paper. If you experience difficulty in processing online, contact Darlene Gordon or Nicole Benoit-Cash after reviewing the materials on our website. The rumor that you can use paper DPVs until you run out is not true.

American Express Online Travel Booking Tool (AXO) Tutorial

A tutorial for the online booking tool has been created. This tutorial should be used by anyone who is new to booking university travel and as a refresher for everyone else. This tutorial will give users a step-by-step view of the entire process from obtaining a trip number to reserving flights, hotels and cars. Users can choose to review one area of the process by choosing from a subject menu in the tutorial. Having this tutorial available online, users will no longer need to wait for a scheduled training class. The following link will take you to the AXO Tutorial. You will also see a complete listing of other tutorials offered by Business & Finance.