What’s New . . .

July, 2016

Future Business Managers’ Meetings
For your information, future meetings are planned on the following dates:

- September 8, 2016  Busch Student Center, Rm 352
- December 8, 2016  Young Hall

Financial Planning & Budget Update
The FY17 budget has been rolled and is now available in Banner and associated reports. The Banner self service screens are open for employees to view their compensation. Additionally, please review personnel and general expenses for accuracy.

Treasury & Investment Update
Payment Card Industry (PCI) Credit Card Security Training
Saint Louis University's PCI Compliance Committee which includes members of Information Security & Compliance and Treasury & Investments have recently developed an interactive on-line PCI Security training for any individual that handles or processes credit card data on behalf of Saint Louis University. The PCI Security Training focuses on PCI-approved best practices for card handling and defending against fraud, Saint Louis University's Merchant Card Processing Policy & Procedures and merchant card industry standards and regulations.

PCI Training for employees/contracted employees/student workers that accept credit cards or handle credit card data on behalf of the University was due on 6/30/16. If you have not completed the training, please do so as soon as possible. If you do not see the link for the training under your Compliance Requirements on your mySLU home tab, please email merchantservices@slu.edu.

Controllers and Central Processing Center Update
Fiscal Year end announcement
- Purchase requisitions may now be processed for the new fiscal year. Please note the importance of correctly entering the Transaction and Delivery Dates at the FPAREQN Requisition Entry: Requestor/Delivery Information window in Internet Native Banner (INB).
  - See also instructions in the Year End Requisitioning Procedures and Copying a Requisition documentation for entering detailed commodity descriptions (including trip numbers, if applicable).
  - The Copying a Requisition document also includes instructions for refreshing the vendor field to display current vendor terms.
  - eProcurement update from Business Services: Training has officially begun for Billiken Buy, SLU’s new eProcurement system. Business Managers will be given adequate notice of their department’s designated training date and time. Access to the system will be granted to users after training is complete. For additional information on Billiken Buy, please visit our eProcurement website: http://www.slu.edu/eprocurement
- The Year End Processing Checklist includes information about eSeeIDO and eSeeDPV processing, and instructions for ensuring that all FY16 invoices (purchase order and direct pay) are processed by July 21.
  - Review the Encumbrance Query in Banner Self Service (Current Commitments column), for outstanding PO balances. Users may also request the WebFocus Dashboard FWA0010-Open
Encumbrances Summary Report located in the Finance Budget Development domain Central Processing Center folder.

- If there are outstanding invoices for FY16 that have not been paid as of July 18, 2016, please contact CPC-Accounts Payable (accounts payable@list.slu.edu). You may also need to contact the vendor if CPC-Accounts Payable has not received an invoice.
- If an invoice cannot be obtained, contact the CPC-Accounts Payable Supervisor, Donna Brooks (dbrooks9@slu.edu), so that FY16 expenses may be accrued.

The P-Card Charges for FY16/FY17 document describes how transactions will be recorded for the cycle closing in July.

- Transactions will be applied to FY16 or FY17 based on the date in the American Express Corporate Account Reconciliation tool (displayed next to the individual charge on the data tab). Card holders must send an email, with P-Card Move Request Form attached, to Card Programs (cardprograms@slu.edu) by the approver cutoff date of July 20 to request posting to FY17 for charges with June dates or posting to FY16 for charges with July dates. Medical Center departments should also copy their Commitment Office, the Medical Center Finance Office (baxterks@slu.edu).

For Concur Expense Reports, travel and non-travel, enter a Report Date of 6/30/16 or earlier for FY16 expenses. Enter a Report Date of 7/1/16 or later for FY17 expenses.

For Web Deposits, in the TouchNet Debit Information Description Field enter a "6" (June) or "7" (July) to indicate that the funds are to be recorded to FY16 or FY17. Continue by entering required information as described in the Web Deposit manual.

The calendars provide important cut off dates for processing of FY16 documents, including Labor Redistributions.

**CPC Director**
Theresa Leisure has been selected as the new Director of CPC replacing Sharon Gajewski who retired earlier this month. Theresa has been with SLU since 2010 starting her career in CPC and moving through several departments in Business and Finance (General Accounting, Treasury and Financial Planning and Budget) gaining valuable knowledge along the way. Theresa has her BS in Accounting from SLU. She is very customer focused and looks forward to working with departments to continue to improve our payment process.

**ITS Update**
**Multi-Factor Authentication Coming to SLU**
ITS is implementing multi-factor authentication to enhance login security at SLU. This new system will be used to verify the identity of SLU users attempting to access SLU resources. More info at: [www.slu.edu/x113754.xml](http://www.slu.edu/x113754.xml)

**Human Resources Update**
We are excited to announce Alexia Green has joined our team as the HR Associate. She is a SLU graduate and has three years of HR Generalist experience.

Effective immediately, please update your Default Routing Queues for ALL EPAF Categories except for Labor Distribution. [Click here for the job aid](#) on how to make the changes to your default routing queues. Any EPAFs created on or after Monday, July 18 that do not have Alexia Green will be returned for correction.

**Level 87 - Alexia Green (ALEXIAGREEN)**
Alexia started this week and will not be able to directly assist you for a few weeks until she completes her initial training. Therefore, please continue to email epafhelp@slu.edu with questions/issues. We will use your emails to train and research the issue. If it is urgent, please type "URGENT" in the email subject line. The [EPAF and Payroll Help Google Site](#) is another resource that you can utilize for questions and job aides on how to complete an EPAF.
General Counsel Update

The Saint Louis University Compliance 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 Hotline at 1-877-525-KNOW (5669). Additional information and FAQs regarding the Hotline can be found on the General Counsel Homepage.