

AGENDA

**SLU Business Manager Meeting
November 8, 2007
Medical School Lecture Hall A
9:00a.m.-10:30a.m.**

- 1) Meeting Overview/Announcements: Linda Pizzo (10 minutes)**
 - **Sign in Sheet**
 - **Next Meeting December 13, Medical School LHA**
 - **eSeeIDO Progress**
- 2) Introductions New Business & Finance Staff (5 minutes)**
- 3) Mail Room and Distribution Center: Tom West (25 minutes)**
- 4) TouchNet Cashiering Introduction: Tim Kavanaugh (15 minutes)**
- 5) Open Issues Discussion and Q & A**

Business Manager Meeting

Minutes of the Meeting of November 8, 2007

Meeting minutes of the Saint Louis University Business Managers held at 9:00 a.m. on Thursday, November 8, 2007 in the Medical School Lecture Hall A.

Business & Finance Staff Present:

Bruce Andres	Stacey Barfield	Vicki Cassady	Mary Drexl
Keith Emge	Melissa Ezell	Mindy Fenton	Sharon Gajewski
Greg Haney	Jeff Hovey	Tim Kavanaugh	Eric Lewis
Marsha McBride	Tom Meadows	Lori Myers	Linda Pizzo
Gary Whitworth	Lisa Zoia		

Number of Business Managers Present: 71

Linda Pizzo welcomed everyone to the meeting. Next month's meeting will be held on December 13 in the Medical School Lecture Hall A. Please check the [meeting schedule](#) for the location of all future meetings.

Three new members of Business and Finance's Planning and Budget Department were introduced; Melissa Ezell and Keith Emge, Business Analysts, and Eric Lewis, Financial Analyst, Sr.

eSeeIDO – The eSeeIDO is live and in production. The product will be accessed through Self Serve Banner under *FINANCE*. Training sessions are currently underway for the first wave of users. All service departments are on board except comparative medicine, which is still under development. NOTE: Development since (and inspired by) the Business Managers meeting are noted in red. **At this time, staff members who have attended a training session and all approvers in Banner Finance have access to eSeeIDO.** An on-line tutorial should be available for viewing by the end of November. Business Managers will receive an email message announcing that the tutorial is available. (For users who prefer to attend a walk-in session, the message will also include the dates and times of upcoming training sessions.) **When users have completed the tutorial and the brief quiz that follows, an automated email notification will be generated to Financial Services. Users will then gain access to the system.**

Mail Room and Distribution Center – Tom West, manager of the SLU Mail Center, gave an update on mail services. For tracking your mail account information you can go to the Mail Services website <http://www.slu.edu/services/mail/>. User ID will be your department number and the password is SLU123. For tracking Fed Ex packages, you need to visit the Fed Ex website. Business managers asked the best way to mark the mail so their accounts are charged properly. Tom suggests bundling the mail with rubber bands (they can send you some free of charge) and marking the fund number in the bottom left corner of the envelope. **If no fund number is listed, they will charge it to the department's return address listed on the envelope.** Tom reminded everyone to update their office address on-line when your office is relocated.

Distribution Center – Bankers boxes with lids and a destroy date will be stored at no charge at the Distribution Center. Call 977-2955 for pickup. Files that have been sent to storage should all be recorded and barcode labels sent out to the owners by the end of 2007. There is currently a surplus of stored furniture available to employees for campus offices. There is a \$45/hour charge for pickup and delivery of furniture. You can call 977-2958 to schedule a time to "go shopping" at the Distribution Center. There is a charge for the disposal of furniture, usually whatever the landfill is charging SLU, is passed along to the department.

A comment was made that Salus Center was not receiving its FedEx packages next day. FedEx is delivering them to the University, but then they are not distributed by SLU Mail Services to the recipient the same day. Tom asked for more information from the person who has not been receiving the packages and will investigate. If you have a heavy package that needs to be delivered on campus, call mail services and they can come and pick it up and deliver it.

The delivery address for the new Doisy Research Building is 1205 Carr Lane, 63104. The Vista Ave. address is no longer valid. Security at the Doisy Building is still evolving. Desktop deliveries are limited University-wide for security purposes.

It was requested that Tom West send an email whenever there are changes in the services provided by his office. A few business managers stated they felt uninformed of changes that have been made and it slowed down their ability to do business. Tom said he would forward information out to all business managers in the future when changes are made.

TouchNet Cashiering – Tim Kavanaugh, interim Treasurer and CIO at SLU gave a presentation on the new [TouchNet Cashiering system](#), an integrated cashiering system for payment and deposit processing. It will go live 11/28/07 and will be integrated with Banner. The benefits to the University will be a quicker and cleaner transaction.

The next phase of TouchNet will feature web departmental deposits, online deposits and monitoring. It will eliminate the paper deposit forms and post transactions in real time. This should be available in 30 – 60 days. A business manager asked about processing multiple checks and Tim will check to see what a scanner would cost that can process 100's of checks. This would be useful in some of the larger departments that process multiple checks each day.

Open Discussion Issues – This portion of the meeting is used to discuss items that are currently concerning Business Managers as discovered through emails or brown-bag lunch sessions. The **weekly check run** was one area that concerns business managers and Sharon Gajewski addressed the group. Sharon explained that changing this process has given back her staff two half days each week to devote to payment processing. Documents must be in AP by 5:00 p.m. on Friday for the Wednesday check run. Documents in by 5:00 on Friday are typically processed by 2:30 on Tuesday so AP can review the data and start the run Wednesday morning. If you have an emergency check need, you can contact the AP clerk handling the document in need (link to AP contacts) and they will work with you to meet your deadline. It may require the item being walked through the commitment office and get approval by 2:30 on Tuesday for it to make the Wednesday check run. Sharon commented that Best Practice is to run checks even less than once per week. Reducing the number of payment cycles also reduces the number of checks to be printed, stuffed, mailed, reconciled, and helps cash management.

Travel pre-pays are still a hot issue. Several departments are still resisting using the T & E Card due to the fact that it appears on your credit report. It was reiterated that there is no negative impact on your credit rating unless you are 120 days past due. It was asked why the P-Card couldn't be used for pre-paying conference fees. Lisa Zoia will look into it, but the main problem would be tying it to the trip number to keep all expenses tied together.

Business Managers were advised that the departments that have not yet rolled out Amex T&E cards will be contacted and given a 45-day deadline before prepayments will be stopped. The goal is to have all departments rolled prior to fiscal year end.

The meeting was adjourned at 11:00 a.m.

Minutes respectfully submitted by Mary Drexler.

TouchNet Cashiering Project

November 8, 2007



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What is TouchNet Cashiering?

An Integrated Cashiering System for payment and deposit processing

TouchNet Cashiering - Main Payment Window

TouchNet
Cashiering

Tuesday, September 18, 2007 9:06:28 AM
User TouchNet Support has been logged into Station 1 for 00:00:39

CASH A CHECK | VIEW JOURNAL | VIEW REPORTS | EDIT PROFILE | VIEW HELP | CLOSE / BALANCE | LOGOUT

Drawer Summary	
Cash	\$100.00
Credit Cards	\$0.00
Checks	\$0.00
Other	\$0.00

Customer Transaction Journal

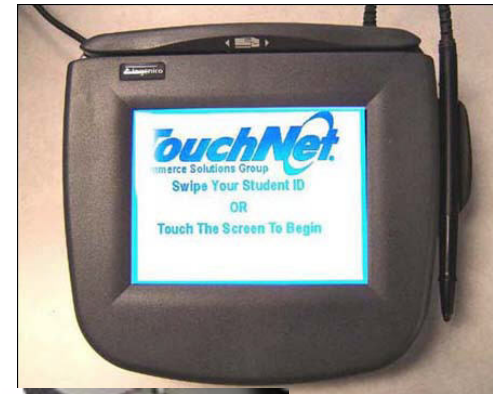
OPEN CASH DRAWER | REPLENISH FUNDS | VOID PREVIOUS PAYMENT | VIEW ACCOUNT SUMMARY | ADD MISC LINE ITEM(S) | ADD MISC BATCH | RECEIPT LOOKUP

Enter An ID Number:

Enable Privacy Mode

LOOK UP STUDENT ACCOUNT | LOOK UP GROUP OF STUDENTS | LOOK UP NON-STUDENT ACCOUNT

REMOVE ITEM(S) | ADD PAYMENT ITEM | ADD DEPOSIT ITEM | TAKE PAYMENT | CANCEL SESSION | PRINT RECEIPT



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What are the benefits of TouchNet Cashiering?

- Provides the ability to convert checks to ACH
 - Better availability of funds
 - Reduces NSF checks and improves return check processing
- Single Screen Processing
 - Limits unnecessary viewing of account information
 - Allows posting of a single payment to multiple funds
- Real-Time Updating
 - Student ID integration to limit mis-postings
 - Shows payment updates to student accounts immediately



TouchNet Cashiering version 2.0

- Available November 28th
 - Cashiers will begin accepting on-site student payments via TouchNet
 - Transition of processing departmental deposits through TouchNet
 - Electronic check conversion and imaging



What is the next Phase of this project?

- TouchNet Cashiering version 3.0
 - Currently in final reviews at TouchNet and will soon be released to Saint Louis University
- Web Departmental Deposits
 - Departments will be able to prepare deposits online
 - Departments will be able to report/monitor their deposits online
 - The SLU IDX system will automatically upload deposits to the system without manual entries



Questions/Comments?



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