

AGENDA

SLU Business Manager Meeting

September 8, 2005

Allied Health Auditorium 1043

9:00a.m.-11:00a.m.

- 1) Meeting Overview/Announcements: Linda Bantle
- 2) Travel: Linda Bantle
 - Update – Implementation and time line
 - Corporate Card – Kevin Vogel, Amex Corporate Card Manager
- 3) Accounts Payable – Tools and Useful Information: John Riordan
- 4) Banner Brown Bag: Lisa Zoia
- 5) Purchasing Update: Janice Crawford
- 6) Open Session/ Q & A

Business Manager Meeting

Minutes of the Meeting of September 8, 2005

Meeting minutes of the Saint Louis University Business Managers held at 9:00 a.m. on Thursday, September 8, 2005 at the Doisy School of Allied Health.

Business & Finance Staff Present:

Bob Woodruff	Gary Whitworth	Janice Crawford	Mary Drexl
Doug Leavell	Lisa Zoia	Amy Orr	
John Riordan	Angela Jougard	Lee Kniebert	
Linda Bantle	Mary Ann Loddeke	Dan Hitchell	

Number of Business Managers Present: 65

Linda Bantle welcomed the Business Managers to the meeting.

TRAVEL

Linda introduced **Kevin Vogel**, Amex Corporate Card Manager. Kevin explained that tracking expenses by trip would be possible. Each trip will be given a trip number and all expenses incurred will be tracked with that number. There will be numerous reports available from Amex to analyze travel expenses. With Amex, all hotel, air and car reservations will be completed on-line. Expense reports must be submitted each month and should not be held. SLU will pay Amex twice each month. Personal charges on the card must be paid directly to Amex within 30 days. (There will be a 60-day grace period given, but this is only in place to cover unusual circumstances.) The Travel Policy is being finalized and will have specific instructions and directions to handle all travel scenarios. If an employee always flies First Class they can still book through AmEx – initially it will say it is not allowed, but it can be overridden and an explanation needs to be given for the request. At the time of booking, get the coach fare, and the employee is responsible for the cost difference between First Class and Coach.

THE CORPORATE TRAVEL CARD – A pilot program will be rolled out by the end of the month and we need volunteers to participate. Please email **Linda Bantle** at bantlelj@slu.edu to volunteer. Those we know they will be arranging for travel (or traveling themselves) in October and/or November are encouraged to participate. For spouse travel or personal travel, Amex allows you to set up a Leisure site to keep records and profiles for that type of travel. **It was requested that profiles be set up so that Business Managers have access to everyone's travel records in their department. Kevin stated that could be accommodated.** Questions regarding per diem expense allowances will be addressed in the new Travel Policy. The new program hopes to "go live" by the end of September or early October. The training schedule will be announced within the next few weeks. There will be 50 – 70 people per training session.

EVERYONE must use AmEx to book travel or there will be no reimbursements. We will have one dedicated agent for trips you are unable to book on-line. The charge to use the agent is \$36/trip. If you book on-line without using the agent, the charge is \$6

The new policy will be introduced to the University from the TOP-DOWN. This should be bring greater cooperation from ALL staff and help get everyone on board.

ACCOUNTS PAYABLE

John Riordan, manager of Accounts Payable and Travel gave a presentation reviewing the Accounts Payable process. Specifically he gave tips on how to help the process run more smoothly. **His presentation is posted on this web-site.** Regarding the process for the "Check Enclosed Orders", it was pointed out that the Check Enclosed process can take longer than a regular invoice submission.

Updated 12/4/08

The regular process involves faxing an invoice to AP and then a check being cut. **Janice Crawford (Purchasing Director) and John Riordan are going to meet and will recommend the best process.**

Banner Brown-Bag Lunch Meetings are being held regularly on the HSC side of campus to discuss **Banner** issues. **Jean Riley** volunteered to coordinate lunches for the North Campus. You can email Jean if you are interested in participating at Riley@slu.edu.

PURCHASING UPDATE

Janice Crawford, Director of Purchasing, stated her department is revising their Preferred Vendor List, which currently has 11,000 vendors. The update should be complete by the end of September. Tawnya Musial and IT worked to revise the PO Format. **Currently there is a problem with PO's not going out to those who have submitted Requisitions. IT is investigating.**

Janice asked all managers to check their invoices for fuel surcharges and contact her office if they are being billed for them. If you have old contracts in your office, please forward them to Lee Kneibert (x7045) or Tawnya (x7044). They will attempt to get the vendor to modify the contract to exclude fuel surcharges. Janice reported purchasing savings in '05 of \$352,000 and in the first two months of FY06, \$365,000 in savings. She attributed the success to the information that is coming back from managers that in turn, allowed her department to negotiate better contracts. To ensure that we are being charged the contracted price, business managers need to monitor it at the department level. Purchasing is also receiving quarterly reports from Vendors that allows them to check the pricing being charged against the negotiated price. A business manager offered Janice and her department a compliment in the vast improvement made in Purchasing. She has worked here many years and has never seen it functioning so smoothly.

We're expecting a small number of departments to begin piloting the procurement card by the end of this calendar year. Additional departments will be rolled-out when all kinks are worked out and program is running smoothly.

Bob Woodruff shared that B & F will add a new IT position to the division. The new position will provide Banner and report writing support so the division is positioned to be more responsive to the information needs of served customers. **Joan Bialon** requested that the Leave Balance Report be made available to departments. Currently payroll can see this information but the business managers cannot.

The meeting ended at 11:30 a.m.

Minutes respectively submitted by Mary Drexler.

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Accounts Payable
Tools & Useful Information
September 8, 2005

Tools:

Reports In-Process:

- Denied Invoice Report (FWF0001)
 - "Reason Field" being added (for invoices over \$1,000):
 - So A/P will know the reason for the denial and have information with which to follow-up on outstanding invoices.
 - Proper information supplied to and utilized by A/P should prevent disapproved invoices from "going into a loop" and having to be continuously recycled to the Business Managers for no good reason.
 - *Key Data Point* = Supply critical information in the "Reason Field" that will allow A/P to immediately follow-up and bring closure to denied invoices without having to place a call to the Business Manager. Doing so will expedite conclusion on denied invoices.

- Invoices In Suspense/awaiting POCAs
 - Report to be initially sent to Invoice Originators, monthly instead of just at year-end.
 - This will be done on a departmental basis to preserve confidentiality.
 - Allows Business Managers to stay on top of POCAs needed, on a monthly basis.
 - System has the capability to add one additional distributee.

- Encumbrance Summary
 - This is the FRS report that Kathy Ellis used to send to the departments listing outstanding PO balances with columns headed "Release Remaining Encumbrance" and "Valid Encumbrance - Hold For Invoice".

- Web-focus Month-End Encumbrance Status
 - Departmental reports providing a summary invoice spending against PO's opened and active. Encumbrances, spending year-to-date, remaining balances
 - Used in conjunction with Invoices In Suspense Awaiting POCAs

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Useful Information

Processing Information:

- Utilize Purchase Order Numbers
 - When ordering, please make sure that purchase order numbers are recorded on the order. Please remind vendors to make sure that the PO's are recorded on the invoices that are submitted, so that we can expedite payment.
 - Invoices without purchase order numbers cannot be paid.
 - If the purchase is for a prior year PO that should still be open, please secure a current year PO number and reference the prior year PO number.
 - Significant, unnecessary delays are caused by searching for and following up to get correct PO numbers
- Sufficient Purchase Order Balances
 - Please make sure the PO has sufficient funds to support the purchase.
 - If there are insufficient funds please request a POCA and have it submitted as soon as possible.
 - Sending an e-mail to the A/P clerk, responsible for the vendor, letting that person know the POCA is on the way will save time.
- Accurate Purchase Order Numbers
 - A/P continuously checks PO numbers shown on invoices to make sure they are accurate.
 - When PO numbers are not, A/P then contacts departments in search of the correct numbers, which takes significant amounts of time.
 - Little things like transpositions of PO numbers and other data create long delays in processing

Processes:

- Check Enclosed Orders are:
 - One-time advanced payments for goods or services that must be pre-paid
 - Required by certain vendors,
 - Not for expediting payments to regular vendors
 - Can often time take longer than just submitting an invoice

Instead of submitting regular invoices through the Check Enclosed system, promptly fax invoices directly to A/P for payment and call the person in A/P to verify receipt and to secure a "check cut date". This will actually expedite payment.

Reasons Why Check Enclosed can take longer than immediate invoice submission.

- More detailed steps are required that are likely to be interrupted in the course of daily activities.
 - Requests are manually recorded in the C&C log
 - 3 copies of the document have to be routed and work has to be assigned.

Updated 12/4/08

- Manual approval is then required from the department ordering and paying for the product or service. Difficulty is accessing the requester or lack of approval delays check processing.
- Alternative
 - Fax or email bid and/or invoice to Purchasing; once assigned a PO #, the documents are given to A/P for check processing.
 - Check cut the next day, if electronically approved after being scanned & indexed
 - Fewer steps, more direct processing

Process Improvement:

Walmart

- Walmart credit issues resolved
- Payment posting process corrected.

How did this Happen?

- A/P identified the issues to Purchasing
- Purchasing Department contacted the right people
- Issue was resolved
- Thank you to the Purchasing Department!

Wish List

Paperless?

- Exploring the possibility of having faxes come directly into the Banner system electronically, instead of on paper and electronically linking the invoices to the PO.
- Maybe incorporate bar coding as part of the scanning process
 - Benefits
 - Expedite delivery of information and enhancement of check processing time
 - Issues
 - Technology = Banner system functionality and compatibility with this process
 - Process configuration, what sequential processes have to be followed in order for this to happen and maintain system control

Electronic Forms?

- Looking for a way to make other forms available electronically
- Lisa Zoia having conversations with resources.

Business Managers' Meeting

Purchasing Update

September 8, 2005

- Purchasing Website Changes – Path is Business & Finance>Purchasing
 - Addition of “Vendor Programs” section, which describes discounted supplier agreements and/or steps to be taken for smoother vendor transactions.
 - CDWG (HP products) and WalMart programs
 - Preferred vendor listing is currently being revised – site will contain significant changes and updates should be posted by the end of September.
- University Contractual Signature Approval Process – Path is Business & Finance>Policies & Procedures>Contract Approval Process
- User PO format has changed to include an authorized signature, as well as, the applicable account numbers – thank you to Tawnya Musial (Purchasing) & Jeff Kapp (ITS) for making this happen.
- Requestors not receiving PO copies – We are aware of numerous instances where this is occurring and have been working with ITS on a resolution.
- Be on the lookout for potential fuel surcharges – if you have any outstanding contracts, please contact Purchasing to add terms of “no fuel surcharge to be incurred by SLU” to proactively head-off future charges. If you receive any invoices containing fuel surcharges, contact Lee or Tawnya immediately.
- Fiscal '05 cost savings totaled \$352K. Year-to-date fiscal '06 cost savings currently net \$365.5K
 - Numerous departments have supplied us with critical data that aids us in negotiating contracts more efficiently – THANK YOU very much for your cooperation on this great achievement!
- Your input is always welcomed

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