

What's New . . .

in Business & Finance

October, 2008

Reminder: Business Managers' Meeting on October 9th

October Business Manager's Meeting Reminder – The Business Managers' Meeting has changed venues due to construction close to Lecture Hall A within the Medical School building. The meeting, which will take place from 9 am – 10:30 am on Thursday, October 9th, will now be held in Auditorium B of the LRC.

If you are not familiar with the HSC campus, please refer to the map provided in the sent email.

Treasury Updates

University partners with Wells Fargo Bank for banking services

The University has partnered with Wells Fargo Bank for cash management services. As part of these services, all University payroll and accounts payable checks will be issued through Wells Fargo. While there are currently no Wells Fargo retail banks located in the St. Louis area, University students and employees will be able to continue cashing checks at the U.S. Bank campus branch located in the Busch Student Center. U.S. Bank has agreed to continue its current policy of cashing University checks when presented along with a valid University ID. In addition, the University's ATM services will continue to be provided by U.S. Bank. Please contact Mindy Fenton at (314) 977-2466 or fentonmr@slu.edu with questions.

Online Training Resources

As a reminder to all Business Managers – Business and Finance has been regularly adding more [online training tutorials](#) along with reference materials and manuals in an effort to assist Business Managers and other staff members with day-to-day processing. These training tools and manuals allow employees to obtain training on certain University processes as well as quick access to answers on topics that fellow employees may have questions for. If employees require further assistance from a representative within Business and Finance the tutorials should present the contact information of the correct individuals. So far, the Business and Finance Division has created the following online training tools:

- AXO – Travel Booking Site (along with manuals)
- Banner Time and Leave Reporting (along with manuals)
- eSeeIDO (along with manuals)
- eSeePay (along with manuals)
- Finance Budget Development
- PCard (along with manuals)
- Online Requisitioning (along with manuals)
- Salary Planner

If there are any other training tools that you or your department would like to see created, please feel free to contact Keith Emge (kemge@slu.edu) 977-2228 to submit ideas or thoughts.

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Central Processing Center

From September's issue of 'What's New?': 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.

The following information is displayed to inform Business Managers of the Gift Card Vendors that are to be used:

Vendor	Expire?	Fee or any other associated charges?	Notes	Contact Information
Target	No	Gift cards have no fees. They do not expire. Unused balance remains on the card until spent.	Available in amounts: \$10, \$25, \$50, \$75, \$100, \$200, \$500, \$1000	1-800-544-2943
Shop 'n Save	No	After 12 months of non use, deduction of \$2 per month on balance.	Available in amounts: \$10, \$25, \$50, \$75, and \$100	1-877-282-3663
Wal-Mart	No	Gift cards have no fees. They do not expire. Unused balance remains on the card until spent.	Available in any amount from \$10 to \$2,500	1-800-411-7942
Schnucks	Yes	Activate by calling number on back of card. After 12 months of non use, deduction of \$1.50 per month on balance, except where prohibited by law.	Available in any amount from \$5 to \$250	1-800-600-0425