

## *What's New . . .*

May, 2017

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### **Future Business Managers' Meetings**

For your information, future meetings are planned on the following dates:

- June 8, 2017 Il Monastero- St Louisse Room
  - September 14, 2017 TBD
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### **FY18 Budget Update**

The Financial Planning and Budget office is working diligently to incorporate all changes from the Magis Operational Excellence Program initiatives (Organization Design and Academic Reinvention) into the FY18 budget bases. Additional information will be distributed next week. Thank you for your patience during the FY18 Budget process.

### **New email address**

The budget department has set up a new email address to better serve our constituents and accommodate incoming requests regarding budget revisions, budget related questions, and employment requisition questions. Starting on May 8<sup>th</sup>, please use [Budgetoffice@slu.edu](mailto:Budgetoffice@slu.edu).

### **Business Services Update**

#### **Business Services eProcurement (Billiken Buy) Update**

A training session focused on creating blanket orders in Billiken Buy will be offered on Wednesday, May 10th from 9-10:30 a.m. in Wool Center Room 372. Space is limited to attend in person and registration is first-come, first serve. Users can register to attend in person at this link:

<https://calendar.google.com/calendar/selfsched?sstoken=UUdhcUdjQTBrMWx1fGRIZmF1bHR8YTAyNTIyMzQ1MjNIODA2MmViNTc3ZDM0ZjIyZjFjMzA>

The training session is expected to last 1 hour and the room is reserved for an additional 30 minutes for Q & A.

This session will also be offered by Fuze for those who wish to attend remotely and a recording of the session will be available to anyone who wishes to share with their department users at a later date.

As a reminder, Billiken Buy will replace Banner for purchase order placement in FY18. Departments should continue to familiarize themselves with the purchase order creation process in Billiken Buy in the months leading up to year-end to ensure a successful transition. Vendor requests, if not already submitted for your department, should be completed as soon as possible. Business Services will be following up with vendors that have already been invited to register in Billiken Buy leading up to June 30th. Please note that the department user who submitted the supplier request may be copied on communications to these vendors. Patrick Reintjes is a new student worker in Business Services who will be assisting us with this task and will be communicating directly with the vendors.

Questions regarding this information can be directed to Anne Becker at [abecke20@slu.edu](mailto:abecke20@slu.edu) or 977-1455.

## Central Processing Center Update

Upcoming training dates in Business and Finance:

DPV Q& A Session

Thursday, May 18th

10:00 - 11:00 a.m.

WLC 372

Email [dreed17@slu.edu](mailto:dreed17@slu.edu) to register

Concur Expense Report Training Session

Thursday, May 11th

10:00 - 12:00 p.m.

WLC 372

Register via Skillsoft

**Reminder:** New employee moving expenses need to be substantiated with receipts, even for expenses under \$50.00, as moving expense is not the same as regular employee travel expense for business purposes.

## ITS Update

### Project to Move Faculty, Staff, and Graduate Students to Office 365 Continues

ITS and the Office 365 Advisory Group along with our partners at Dell are preparing to move faculty, staff, and graduate students' email and calendaring from Google Apps to Office 365. Office 365 will ensure SLU's email and calendar services — particularly those involving personal health information, are securely protected in accordance with regulatory requirements.

As part of the transition, ITS will standardize the primary email address to a single format:

[firstname.lastname@slu.edu](mailto:firstname.lastname@slu.edu). To avoid duplicate email addresses for individuals with the same names, there will be some variation to this format with the addition of middle initial or a number to make the email addresses unique. After the transition, everyone will still be able to receive messages at their current email address, but the new email address will be visible when sending messages.

For faculty, staff and physicians who have access to protected health information, there will be a new return address of [firstname.lastname@health.slu.edu](mailto:firstname.lastname@health.slu.edu).

All current emails and calendar entries in existing Google accounts will be moved to the new Microsoft account as part of the migration. While email and calendar are migrating, individuals will still have access to the rest of the Google applications (Docs, Sheets, Blogger, Picasa, Sites, etc.) for activities that do not contain protected health information.

More details regarding migration dates, etc. was communicated via SLU Newslink on May 1st. Online training materials will be provided in the coming weeks. Additional information is available on [slu.edu/office365](http://slu.edu/office365).

IT support questions regarding the new Office 365 email/calendar system should be directed to the service desk at 977-4000. Questions regarding the service should be directed to Mark Anderson, Associate Vice President and Deputy CIO, at [markanderson@slu.edu](mailto:markanderson@slu.edu).

## 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 \(5669\)](tel:1-877-525-KNOW). Additional information and FAQs regarding the Hotline can be found on the General Counsel Homepage.