What’s New . . .

April, 2017

Future Business Managers’ Meetings

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

- June 8, 2017 Il Monastero- St Louise Room
- September 14, 2017 TBD

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 forthcoming regarding the timeline. Thank you for your patience during the FY18 Budget process.

Business Services Update

Business Services eProcurement (Billiken Buy) Update

Departmental Training concluded at the end of March. Future training sessions will be scheduled; however the dates and times have not been determined. If your department has Buyers or Browsers that have missed their training session, please reach out to Anne Becker at abecke20@slu.edu to request a pre-recorded Fuze session. In addition, future training sessions focused on specific topics will be forthcoming.

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.

Questions regarding this information can be directed to Anne Becker at abecke20@slu.edu or 977-1455.

Central Processing Center Update

Upcoming training dates in Business and Finance:

DPV Q& A Session
Thursday, April 20th
10:00 - 11:00 a.m.
WLC 372
Email dred17@slu.edu to register

Concur Expense Report Training Session
Tuesday, April 11th
1:00 - 3:00 p.m.
WLC 372
Register via Skillsoft
Reminder when booking airfare: Frontier Airlines is an instant purchase carrier and will not wait for the University’s approval routing in Concur. Therefore, the traveler will see the flights and prices in Concur, but will need to call a TravelPlex agent to book Frontier once travel has been approved.

Risk Management & Insurance Update
1) Please remember that if you are traveling out of the country on University sponsored business you must register with Risk Management. Simply go to the Risk Management website and fill out the google form. This insurance is offered at no charge to any employee who works more than 32 hours per week. Please go to https://www.slu.edu/busfin/departments/risk-management-and-insurance/international-travel for more information.
2) If your department has employees who drive a University vehicle or rental vehicle on University business more than (4) four times a month, please contact Risk Management to be enrolled in a continuous monitoring service. There is no charge to the department.

ITS Update

Technological Purchases
Technological purchases including computers, laptops, applications for mobile devices, software, cell phones, PDA's or any computer or software related technology are prohibited on the P Card. In an effort to clarify the need for the recent change to P Card policy, IT would like to communicate the following information to all departments:

Devices acquired through P-cards that store/transfer data create risk for SLU and its brand.

In the university's pursuit of an end-to-end asset management solution that ensures safety and audit compliance, it is critical that SLU understands and manages each data-bearing device introduced to our environment. This management not only helps IT improve customer experience, ownership and accountability, it ensures financial and operational excellence. Without the ability to designate device standards, and centrally-manage procurement, SLU cannot maintain software and system patching, or support a secure computing environment. Lost or compromised data from these devices represent a daily threat to our students, our patients, and our institution.

Questions regarding this IT policy can be directed to Leslie Williams in IT. lesliewilliams@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). Additional information and FAQs regarding the Hotline can be found on the General Counsel Homepage.