AGENDA

SLU Business Manager Meeting
June 13, 2013
Young Hall
9:00 a.m.-10:30 a.m.

1) Announcements – Allison Grapperhaus
   • Sign in Sheets – Attendance is important!
   • Who’s New?
   • Future Business Manager Meetings
     ➢ Solicit input to enhance/expand meeting topics
     ➢ agiger@slu.edu or 7-2393

2) Travel Tips – Sharon Gajewski (CPC)

3) Banner Finance Training Update – Lisa Zoia (Controller’s Office)

4) Training for Fiscal Year End – Jennelle James (Business Services)

5) Future Business Manager Meetings – Brianne Burcke (Financial Planning & Budget)
Meeting minutes of the Saint Louis University Business Managers held at 9:00 a.m. on Thursday, June 13, 2013 at Young Hall.

**Business & Finance Staff Present:**

- Bruce Andres
- Crystal Hall
- Stewart Wirth
- Ellen Borowiak
- Jeff Hovey
- Lisa Winerer
- Brianne Burcke
- Jennelle James
- Elizabeth Winchester
- Mindy Fenton
- John Koenig
- Lisa Zoia
- Sharon Gajewski
- Theresa Leisure
- Dave Grabe
- Maggie Nikolai
- Allison Grapperhaus
- Janet Strader

**Attendance:** 87
**Number of Guests:** 0
**Number of Business and Finance Representatives Present:** 18

Allison Grapperhaus welcomed everyone to the meeting and went over the agenda.

**Discussion of Future Business Manager’s Meetings:**

- Contact Allison Grapperhaus (agiger@slu.edu) with suggestions and or/ideas for the meetings going forward.

**Sharon Gajewski (CPC) – Travel Tips:**

- Sharon reminded the audience that any new SLU employees can contact her to activate an American Express card.
- The majority of airlines have increased their exchange ticket fee to $200.
- Reminder: By July 12th your travel tip ID report is due and by July 16th all travel invoices should be entered.

**Lisa Zoia (Controller's Office) – Banner Finance Training Update (the presentation given can be found following the minutes):**

- Oracle relational database
- Banner Finance Reporting:
  - WebFocus Dashboard – includes annual budgeting reports, travel transactions, encumbrance summary
  - Cognos – includes Statement of Account, Report of Transactions, Labor Distribution, etc.
• Training
  o Camtasia tutorials are available for Banner Finance document entry processes
  o Monthly hands-on training session covers INB/BSS Query Screens, Xtender, and WedFocus Dashboard/Cognos
• Xtender – View Scanned invoice documents
  o Synchronize password with INB

Jennelle James (Business Services) – Training for Fiscal Year End (the presentation given can be found following the minutes):
  • Business Services Department will be hosting the 2013 SLU Preferred Vendor Fair in the Busch Student Center Wool Ballroom on Tuesday, July 30th from 10:00 am – 2:30 pm.
    o Expecting nearly 50 vendors to participate
    o Vendors will showcase their products/services via samples, brochures and/or door prizes.
    o Vendors are encouraged to share their current “Green” initiatives.
  • A new Business Services’ and CPC’s Reference contact list has been created and will be posted on the Business and Finance website.

Brianne Burcke (Financial Planning & Budget) – Future Business Manager Meetings
  • The business managers meetings are a great forum to share best practices. In order to get all business managers more involved, the budget office is soliciting volunteer participants to present at upcoming meetings. The budget office will provide a template to highlight their department operations.
Banner Finance Overview
Banner Finance

- Oracle relational database
- Five modules: Finance, Human Resources, Advancement, Student, Student A/R
- Two main components: INB (Internet Native Banner) and BSS (Banner Self Service)
  - INB – query, purchase requisitioning
  - BSS – query, eSeeDPV, eSeeIDO, Finance Budget Development, UMG Tools
Banner Finance (continued)

• Companion products include Xtender (document imaging), Appworx (UC4), Workflow

• Transaction feeds post to Banner Finance from the other Banner modules, Amex p-card reconciliation tool, Concur Expense, IDX (patient billing system), etc.
Banner Finance Reporting

- WebFocus Dashboard – includes annual budgeting reports, travel transactions, encumbrance summary
- Cognos – includes Statement of Account, Report of Transactions, Labor Distribution, etc.
System Access

- Access request form available via mySLU Tools tab, IT Service Request icon
- Banner and related products are accessed via the mySLU Tools tab: https://myslu.slu.edu/
mySLU Tools Tab
Training

• Camtasia tutorials are available for Banner Finance document entry processes
  • INB Purchase Requisitions
  • BSS eSeeIDO and eSeeDPV
• Monthly hands-on training session covers INB/BSS Query Screens, Xtender, and WebFocus Dashboard/Cognos
• http://165.134.247.195/busfin/training
FOAPAL Elements

The Chart of Accounts is the classification structure that underlies the University’s financial reporting system. The Chart of Accounts structure in Banner is composed of six elements:

- Fund – Organization – Account – Program – Activity - Location
Fund

- Six-digit code assigned to each fiscal and accounting entity whose financial transactions are recorded separately from other funds
- Fund groups
  - 1xxxxx – General Unrestricted
  - 2xxxxx – Designated
  - 3xxxxx – Sponsored Programs
Fund (continued)

- Fund groups (continued)
  - 4xxxxx – Restricted
  - 5xxxxx – Loans
  - 6xxxxx – Endowment/Annuity/Life Income
  - 7xxxxx – Construction
  - 8xxxxx – SLUCare (UMG)
  - 9xxxxx - Agency
Organization

- Three or four-digit code identifying organizational unit (hierarchy)
- Transactions are recorded at either the Dxxx or Zxxx level
  - Executive Level – Exx
  - School/Division – Sxx
  - Department – Dxxx
  - Sub Department – Zxxx
Account Code

• Six-digit code describing nature of revenues, expenditures, assets, and liabilities within a fund
  • 1xxxxx – Assets; 2xxxxx Liabilities; 400000 Fund Balance
  • 5xxxxx – Revenues
  • 6xxxxx – Salaries and Wages
  • 7xxxxx – Support Expenditures
  • 8xxxxx – Transfers
  • 9xxxxx – Recoveries
Account Code (continued)

- The operating ledger records revenue and expenditure activity (account codes starting with 5, 6, 7, 8, 9)
- The general ledger records balance sheet asset and liability activity (account codes starting with 1 or 2)
Activity Code

- Optional, six-digit, user-defined code used to record transactions for a specific event or activity within a fund and/or organization
- Code is composed of a letter followed by five characters (Zxxxxx)
- Example: Department wants to track lab expenditures by professor or revenue/expenses associated with a workshop
Banner Self-Service (BSS) Query

• Finance Self-Service
  • Operating Ledger Query – View budget status by account code and transaction detail for revenue/expenditure activity
    • See Appendix E: Document Codes in BSS manual
  • General Ledger Query – View balance sheet activity
  • Fund Balance Query – View fund balances for Designated (2xxxxx), Restricted (4xxxxx), Construction (7xxxxx), and Agency (9xxxxx) funds
Banner Self-Service (BSS) Query

- Finance Self-Service (continued)
  - Encumbrance Query – View current commitments
  - View Document – View details/approval history for a specific document
  - View Attributes – View fund ownership/date information
  - Approve Documents – Approve and/or disapprove purchase requisitions, Direct Pay Vouchers; PO invoices $1,000 or greater
Internet Native Banner Query

• Query forms include:
  • FGIBSUM – Organization Budget Summary
  • FGIENCD – Detail Encumbrance Activity
  • FOIDOCH – Document History
• See INB Forms and Banner Self Service Queries crosswalk for INB forms and the comparable BSS query
Xtender (Document Imaging)

- View scanned invoice documents:
  - PO invoices – Ixxxxxxx
  - eSeeDPV’s – DPxxxxxxx
- See WebXtender/Document Imaging Banner Finance Quick Summary for first-time sign on instructions
  - Synchronize password with INB
  - Contact ITS Help Desk to install “plug ins”, if necessary
WebFocus Dashboard

- Finance Budget Development Domain
  - Banner Account Code, Activity Code, Org Lists – Request active account codes, activity codes, org hierarchy reports
  - Budget Management Reports – Request various fund summary reports
  - Central Processing Center – Request Open Encumbrances Summary, Vendors with SSA/W9 Information reports
WebFocus Dashboard (continued)

- Finance Budget Development Domain (continued)
  - Finance Budget Development – Request Finance Budget Development reports (annual budget process)
  - Travel Trip ID – Request Travel Expense, Travel Trip ID reports
  - Web Deposits – Request Active Web Deposits Detail Codes report
Cognos

- Public Folders > Reports > Business Managers > Finance
  - Fiscal Management folder – Request Statement of Account, Report of Transactions, etc.
  - Additional folders available to certain users:
    - Budget Development – Finance Budget Development reports to be located here
    - Labor Distribution – Request Labor Distribution by Pay Period or Labor Distribution by Month reports
Questions

• Lisa Zoia (zoialm@slu.edu)
Click the BDMS-Display Document icon in INB to sync your Xtender password with your Banner password.
<table>
<thead>
<tr>
<th>BUSINESS SERVICES - Category/Vendor</th>
<th>Contact names</th>
<th>Contact #</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airgas</td>
<td>Anne Becker</td>
<td>Phone: 314-977-1455</td>
<td><a href="mailto:abecke20@slu.edu">abecke20@slu.edu</a></td>
</tr>
<tr>
<td>Arch Express</td>
<td>John Koenig</td>
<td>Phone: 314-977-3725</td>
<td><a href="mailto:jkoeni10@slu.edu">jkoeni10@slu.edu</a></td>
</tr>
<tr>
<td>Auxiliary Services (Hotel, Arena, West Locust Lofts)</td>
<td>John Koenig</td>
<td>Phone: 314-977-3725</td>
<td><a href="mailto:jkoeni10@slu.edu">jkoeni10@slu.edu</a></td>
</tr>
<tr>
<td>Catering</td>
<td>John Koenig</td>
<td>Phone: 314-977-3725</td>
<td><a href="mailto:jkoeni10@slu.edu">jkoeni10@slu.edu</a></td>
</tr>
<tr>
<td>CDW-G</td>
<td>Todd Vodnansky</td>
<td>Phone: 314-977-7044</td>
<td><a href="mailto:tvodnans@slu.edu">tvodnans@slu.edu</a></td>
</tr>
<tr>
<td>Cintas</td>
<td>John Koenig</td>
<td>Phone: 314-977-3725</td>
<td><a href="mailto:jkoeni10@slu.edu">jkoeni10@slu.edu</a></td>
</tr>
<tr>
<td>Clean Uniform</td>
<td>Anne Becker</td>
<td>Phone: 314-977-1455</td>
<td><a href="mailto:abecke20@slu.edu">abecke20@slu.edu</a></td>
</tr>
<tr>
<td>Clinical Supplies and Equipment</td>
<td>Anne Becker</td>
<td>Phone: 314-977-1455</td>
<td><a href="mailto:abecke20@slu.edu">abecke20@slu.edu</a></td>
</tr>
<tr>
<td>Copiers/Printers</td>
<td>Todd Vodnansky</td>
<td>Phone: 314-977-7044</td>
<td><a href="mailto:tvodnans@slu.edu">tvodnans@slu.edu</a></td>
</tr>
<tr>
<td>Credit applications for new vendors</td>
<td>John Koenig</td>
<td>Phone: 314-977-3725</td>
<td><a href="mailto:jkoeni10@slu.edu">jkoeni10@slu.edu</a></td>
</tr>
<tr>
<td>FedEx Office</td>
<td>Todd Vodnansky</td>
<td>Phone: 314-977-7044</td>
<td><a href="mailto:tvodnans@slu.edu">tvodnans@slu.edu</a></td>
</tr>
<tr>
<td>FedEx Shipping</td>
<td>Ellen Borowiak</td>
<td>Phone: 314-977-7045</td>
<td><a href="mailto:eborowi@slu.edu">eborowi@slu.edu</a></td>
</tr>
<tr>
<td>Grant P-Card Transaction Declines</td>
<td>Ellen Borowiak</td>
<td>Phone: 314-977-7045</td>
<td><a href="mailto:eborowi@slu.edu">eborowi@slu.edu</a></td>
</tr>
<tr>
<td>Ingenix</td>
<td>Anne Becker</td>
<td>Phone: 314-977-1455</td>
<td><a href="mailto:abecke20@slu.edu">abecke20@slu.edu</a></td>
</tr>
<tr>
<td>ITS</td>
<td>Todd Vodnansky</td>
<td>Phone: 314-977-7044</td>
<td><a href="mailto:tvodnans@slu.edu">tvodnans@slu.edu</a></td>
</tr>
<tr>
<td>Medical Transcription</td>
<td>Anne Becker</td>
<td>Phone: 314-977-1455</td>
<td><a href="mailto:abecke20@slu.edu">abecke20@slu.edu</a></td>
</tr>
<tr>
<td>Minority Vendor Questions</td>
<td>Ellen Borowiak</td>
<td>Phone: 314-977-7045</td>
<td><a href="mailto:eborowi@slu.edu">eborowi@slu.edu</a></td>
</tr>
<tr>
<td>Office Furniture</td>
<td>Todd Vodnansky</td>
<td>Phone: 314-977-7044</td>
<td><a href="mailto:tvodnans@slu.edu">tvodnans@slu.edu</a></td>
</tr>
<tr>
<td>Pepsi</td>
<td>Todd Vodnansky</td>
<td>Phone: 314-977-7044</td>
<td><a href="mailto:tvodnans@slu.edu">tvodnans@slu.edu</a></td>
</tr>
<tr>
<td>Pharmaceuticals</td>
<td>Anne Becker</td>
<td>Phone: 314-977-1455</td>
<td><a href="mailto:abecke20@slu.edu">abecke20@slu.edu</a></td>
</tr>
<tr>
<td>Printing</td>
<td>Todd Vodnansky</td>
<td>Phone: 314-977-7044</td>
<td><a href="mailto:tvodnans@slu.edu">tvodnans@slu.edu</a></td>
</tr>
<tr>
<td>Promotional Items</td>
<td>John Koenig</td>
<td>Phone: 314-977-3725</td>
<td><a href="mailto:jkoeni10@slu.edu">jkoeni10@slu.edu</a></td>
</tr>
<tr>
<td>Relocation</td>
<td>John Koenig</td>
<td>Phone: 314-977-3725</td>
<td><a href="mailto:jkoeni10@slu.edu">jkoeni10@slu.edu</a></td>
</tr>
<tr>
<td>Research Supplies and Equipment</td>
<td>Ellen Borowiak</td>
<td>Phone: 314-977-7045</td>
<td><a href="mailto:eborowi@slu.edu">eborowi@slu.edu</a></td>
</tr>
<tr>
<td>Ronncoco Coffee</td>
<td>John Koenig</td>
<td>Phone: 314-977-3725</td>
<td><a href="mailto:jkoeni10@slu.edu">jkoeni10@slu.edu</a></td>
</tr>
<tr>
<td>Sam’s Club</td>
<td>John Koenig</td>
<td>Phone: 314-977-3725</td>
<td><a href="mailto:jkoeni10@slu.edu">jkoeni10@slu.edu</a></td>
</tr>
<tr>
<td>Specialty Underwriters</td>
<td>Ellen Borowiak</td>
<td>Phone: 314-977-7045</td>
<td><a href="mailto:eborowi@slu.edu">eborowi@slu.edu</a></td>
</tr>
<tr>
<td>St. Louis Record Center</td>
<td>Anne Becker</td>
<td>Phone: 314-977-1455</td>
<td><a href="mailto:abecke20@slu.edu">abecke20@slu.edu</a></td>
</tr>
<tr>
<td>Standard Register</td>
<td>Todd Vodnansky</td>
<td>Phone: 314-977-7044</td>
<td><a href="mailto:tvodnans@slu.edu">tvodnans@slu.edu</a></td>
</tr>
<tr>
<td>Staples</td>
<td>Todd Vodnansky</td>
<td>Phone: 314-977-7044</td>
<td><a href="mailto:tvodnans@slu.edu">tvodnans@slu.edu</a></td>
</tr>
<tr>
<td>Stericycle</td>
<td>Anne Becker</td>
<td>Phone: 314-977-1455</td>
<td><a href="mailto:abecke20@slu.edu">abecke20@slu.edu</a></td>
</tr>
<tr>
<td>Vendor Access to Doisy Research Center</td>
<td>Ellen Borowiak</td>
<td>Phone: 314-977-7045</td>
<td><a href="mailto:eborowi@slu.edu">eborowi@slu.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CPC - Category/Vendor</th>
<th>Contact names</th>
<th>Contact #</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Codes – Frost Campus</td>
<td>Peggy Kruse</td>
<td>Phone: 314-977-2498</td>
<td><a href="mailto:kruspea@slu.edu">kruspea@slu.edu</a></td>
</tr>
<tr>
<td>Concur Employee Reimbursements</td>
<td>Pat Merod</td>
<td>Phone: 314-977-3702</td>
<td><a href="mailto:pmerod@slu.edu">pmerod@slu.edu</a></td>
</tr>
<tr>
<td>eSeePay Master Vendor Form</td>
<td>Diana Reed</td>
<td>Phone: 314-977-5020</td>
<td><a href="mailto:eSeePay@list.slu.edu">eSeePay@list.slu.edu</a></td>
</tr>
<tr>
<td>Invoices (Current)</td>
<td>N/A</td>
<td>N/A</td>
<td><a href="mailto:accountspayable@list.slu.edu">accountspayable@list.slu.edu</a></td>
</tr>
<tr>
<td>Invoices (Problem &amp; Past Due)</td>
<td>Imelda Cervantes</td>
<td>Phone: 314-977-2402</td>
<td><a href="mailto:cervantesi@slu.edu">cervantesi@slu.edu</a></td>
</tr>
<tr>
<td>Master Vendor Forms</td>
<td>Lavonnie Nettles</td>
<td>Phone: 314-977-2929</td>
<td><a href="mailto:mastervenform@list.slu.edu">mastervenform@list.slu.edu</a></td>
</tr>
<tr>
<td>P-Cards</td>
<td>Danielle Beinke</td>
<td>Phone: 314-977-3921</td>
<td><a href="mailto:Obainke1@slu.edu">Obainke1@slu.edu</a></td>
</tr>
<tr>
<td>Requisitions – Frost Campus</td>
<td>Peggy Kruse</td>
<td>Phone: 314-977-2498</td>
<td><a href="mailto:kruspea@slu.edu">kruspea@slu.edu</a></td>
</tr>
<tr>
<td>Requisitions vs. eSeePay – DPV Frost Campus</td>
<td>Peggy Kruse</td>
<td>Phone: 314-977-2498</td>
<td><a href="mailto:kruspea@slu.edu">kruspea@slu.edu</a></td>
</tr>
<tr>
<td>Standard Service Agreements – Frost Campus</td>
<td>Peggy Kruse</td>
<td>Phone: 314-977-2498</td>
<td><a href="mailto:kruspea@slu.edu">kruspea@slu.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Medical Center Finance - Category/Vendor</th>
<th>Contact names</th>
<th>Contact #</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Codes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Requisitions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Requisitions vs. eSeePay – DPV</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Standard Service Agreements</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please reach out to your respective Medical Finance Representatives