AGENDA

SLU Business Manager Meeting
February 8, 2007
Medical School Lecture Hall A
9:00a.m.-10:30a.m.

1) Meeting Overview/Announcements: Linda Pizzo (10 minutes)
   • New Distribution e-mail (business_mgrs@slu.edu) replaces (HR_List_13@slu.edu)
   • Sign in Sheet
   • Opportunity to submit questions/topics of discussion
   • Opportunity to ask specific departmental questions after the meeting is adjourned
   • Next meeting March 8, 2006 in BSC 352-353

2) Financial Planning & Budget – What to expect with the FY2008 Budget Process: Stacey Barfield (35 minutes)

3) Best Practices Update: Linda Pizzo (15 minutes)

4) Business Process Improvement Discussion: Linda Pizzo (15 minutes)

5) Questions/Topics of Discussion Submitted by Business Managers: Various (15 minutes)

10:30am – 11:00am

• Business and Finance staff will be available after the meeting to answer any specific departmental questions
Business Manager Meeting

Minutes of the Meeting of February 8, 2007

Meeting minutes of the Saint Louis University Business Managers held at 9:00 a.m. on Thursday, February 8, 2007 in the Medical School Lecture Hall A.

Business & Finance Staff Present:

Bruce Andres  Stacey Barfield  Vicki Cassady  Janice Crawford
Jenny Custovic  Rob Devereaux  Mary Drexli  Sharon Gajewski
Dale Goode   Jeff Hovey   Lee Kneibert   Marsha McBride
Tom Meadows  Tawnya Musial  Bryan Pini   Linda Pizzo
Jackie Siebert  Gary Whitworth  Lisa Zoia

HR Staff Present:

Bobbi Counts-Kysar  Karen Drake  Jennifer Haegele  Kathy Hagedorn
Gigi Henson

Number of Business Managers Present: 88

Linda Pizzo welcomed everyone to the meeting and asked anyone who was attending for the first time to introduce themselves and had the members of Business and Finance introduce themselves also. There were four business manager’s attending for the first time. Next month’s meeting will be held on March 8th at Busch Student Center. Please check the meeting schedule for the location of all future meetings. Additional or follow up budget questions can be asked and answered at that time. Linda announced that the meeting sign-in sheet that will now be listed by department, school or division. The goal is to have one representative from each area attend the Business Manager’s meetings. Linda reviewed a new on-line process that can be used to make suggestions for future Business Manager’s meeting – items you would like discussed, etc.

Business Manager Meeting Suggestions

Linda reminded the managers and members of Business and Finance to remain after the meeting to answer questions the business managers might have.

FY08 Budget Process – Stacey Barfield, Senior Financial Analyst in Planning and Budget gave a presentation reviewing the upcoming budget process. The budget instructions will be given to divisional managers on February 9th. The budget screens will be opened from 2/12 – 2/16. Individualized training will begin on February 20th. This year every department has been assigned a Sr. Financial Analyst who will assist with the budget process. Enhancements for this year’s process include nightly updates for personnel changes in Salary Planner as opposed to once a week. Stacey reminded everyone that Salary Planner can’t create new positions or accept personnel changes. All new positions must originate through Human Resources by submitting a New Position Request Form. Salary Planner is accessed through Banner Self-Service. Click on the Employee Tab, then Salary Planner, and then Edit Scenario. Stacey stated that FY08 will have 261 days and that all salaries must be rounded to the nearest $100 increment. For every pay increase, there must be a comment made in Salary Planner. Salary Planner feeds the sum of personnel account codes to Finance Budget Development. Regarding student payrates in Salary Planner, each department changes their own student worker’s pay. A comment was made that Banner had zeroed out the pay on student workers last year, but after the meeting it was clarified that information was incorrect.

Also in Banner Self-Service is Finance Budget Development. This program is accessed by clicking on the Finance tab, then Budget Development and then Create Budget Worksheet. Use line item budgeting when using the Finance Budget Development.
All Salary Planner and Finance Budget Development reports can be accessed on the WebFOCUS dashboard. A new exception report that will assist departments to identify budget roll variances is being tested. Departments will be notified as soon as it is available.

**Best Practices Update** – Linda Pizzo presented an update on the Best Practices program here at SLU. The Best Practices mission is “the University wisely allocated its resources to maintain efficiency and effectiveness in attaining its mission and goals.” The program was introduced during the FY05 Budget process and began by soliciting suggestions from the University community regarding: cost reductions, revenue enhancements, and realignments of administrative or academic units, efficiencies or improvements in administrative or academic services. The current report on the initial list of objectives and suggestions is 63% complete and 37% in progress. The results of process improvements and other completed Best Practices initiatives is $7,749,000 in cost savings to the University. For the remainder of FY07 the focus will be on the Business Process Improvement teams, examine possible outsourcing opportunities, business manager development and greening initiatives. A few business managers commented that housekeeping was taking all trash and recycling and putting them into the same container and the same dumpster. Dee Marty from Facilities will check into this matter.

**Business Process Improvement Discussion** – Team leaders will give an update on their progress at the March Business Manager’s meeting.

**Business Services** - Janice Crawford introduced Jeff Hovey, Assistant Director of Procurement. Janice provided a copy of the department’s restructured organizational chart.

**Answering questions submitted on line** – Sharon Gajewski addressed a question that was submitted regarding invoice turnaround time and if we could make it consistently timely. Sharon reported that during January AP processed 12,000 invoices, in comparison to 10,000 in November and December. Payments are being made by direct deposit to employees and to about 25 vendors. Purchasing is contacting vendors to obtain banking information. The number of invoices coming into AP seems to be increasing. She asked everyone to work on making mass purchases to avoid the time they spend processing numerous small invoices – some for as little as $.68. Sharon also mentioned that the Purchasing Card would be a great tool for these types of small, repetitive purchases. Business Managers were asked to be sure to give vendors accurate purchase order numbers. A manager reported that not all pages of multi-page invoices were being scanned into the system. Sharon stated that they should be scanned in completely and will do some checking in her department to find out who is responsible for not completing their tasks. Bobbie Counts-Kyser was asked a question regarding the old “Best Program” the University had and if it would be reinstated. Bobbie stated that would be unlikely due to lack of resources.

Another question was asked about the Independent Contractor Agreement (ICA). There are individuals who come to serve as test patients and they are paid $40. Now all of these payments must be paid using an ICA. Everyone seemed to agree that there should be a more simple form that can be completed and submitted for these types of low dollar payments. Linda will invite General Counsel to a future meeting to discuss the ICA and related process.

The meeting ended at 10:21 a.m.

Minutes respectfully submitted by Mary Drexl.
## Senior Financial Analyst Designations

- **Arts & Sciences**  Bruce Andres
- **Athletics**  Bruce Andres
- **Business and Finance**  Bruce Andres
- **Center for Advanced Dental Ed.**  Rob Devereaux
- **College of Public Service**  Bruce Andres
- **Community Relations**  Rob Devereaux
- **Cook School of Business**  Bruce Andres
- **Development**  Stacey Barfield
- **Doisy College of Health Sciences**  Rob Devereaux
- **Enrollment and Academic Services**  Stacey Barfield
- **Facilities**  Bruce Andres
- **General Counsel**  Stacey Barfield
- **Graduate School**  Bruce Andres
- **Human Resources**  Stacey Barfield
- **Information Technology**  Stacey Barfield
- **Law School**  Bruce Andres
- **Mission and Ministry**  Bruce Andres
- **Museums & Galleries**  Stacey Barfield
- **Parks College**  Bruce Andres
- **President’s Office**  Stacey Barfield
- **Public Health**  Rob Devereaux
- **Research Services & Admin**  Rob Devereaux
- **SLU in Spain**  Stacey Barfield
- **SOM/UMG**  Rob Devereaux
- **Student Development**  Rob Devereaux
- **University Event Services**  Stacey Barfield
Important Dates

- Feb 9
- Feb 12 – Feb 16
- Feb 20

- Budget instructions to divisional managers
- Schedule Refresher Training/Open screens
- Begin individualized Refresher Training
Important Dates

- March 12 - 17
- March 30
- Spring Break
- Salary Planner & Budget Development Screens Closed (Excluding SOM/UMG)
Important Dates

- March 31 – April 30
- April 2 – May 4
- May 19
- July 2
- Testing and review
- Fall 2007 pre-registration
- Commencement
- FY08 budgets live in Banner
New Positions in Salary Planner

• Salary Planner cannot create new positions or accept personnel changes.
  – Last year = New Position Thursday
  – This year = Salary Planner will update nightly for personnel changes

New position request forms: www.slu.edu/services/HR/forms
Salary Planner

Main Menu

Employee
Find time sheets, benefits and deductions, pay information, leave or job data, development course attendance, and W-4 data.

Donate to the United Way
Signup to contribute to the 2007 United Way Campaign

Personal Information
Update addresses, contact information or marital status, review name or social security number change information, change your PIN, customize your directory profile, or answer a survey.

Finance
Create or review financial documents, budget information, approvals.

Student Resources & Financial Services
Go to Your Course Evaluations. Apply for Admission. Register. View your academic records and Financial Aid

UMG Budgeting Tools Menu

RELEASE: 7.3
Edit Scenario

Choose Extract ID and Scenario, then select filter criteria.

Scenario Selection

Extract ID: FY 08 Labor Budget
Scenario: FY 08 LABOR BUDGET

Filter Criteria

By Position Attributes: 
By Employee Name: 

Select

[ Create Scenario | Copy Scenario | Organization Lock | Query Multiple Extracts ]

RELEASE: 7.2.1.1
# Salary Planner

## Position Filters

Enter filter criteria and select desired button. Use Ctrl or Shift key to select multiple.

**FY 08 Labor Budget, FY 08 LABOR BUDGET**

**Organizations:**

- All
- D002 - Telephone Services
- D004 - Student Financial Services

**Include Subordinate Organizations:**

- ✔

**Employee Class:**

- All
- 01 - FT 9/10 Monthly Faculty
- 02 - Post Doc Fellow/Asst

**Bargaining Unit:**

- All
- None

**Faculty Rank:**

- All
- None

**Include Pooled Positions:**

- ✔

**Include Vacant Positions:**

- ✔

**Number of Records per Page:**

- 25

[Buttons: List by Employee, Summary Totals, List by Position]
Finance Self-Service

Operating Ledger Query
Obtain budget information for Funds and Orgs under your control, comparing fiscal year data (for transactions in July 2004 and forward).

General Ledger Query
Obtain information summarized to account code level for Funds and Orgs under your control. Drill down to detail is available. (SLU-added functionality)

Fund Balance Query
Identify fund balances for Funds under your control. (SLU-added functionality)

Encumbrance Query
Drill down to current encumbrance detail for Funds and Orgs under your control.

View Document
Enter a specific document number, view associated details.

View Attributes
View attributes associated with a Fund or Grant Code. (SLU-added functionality)

Approve Documents
Take action on documents awaiting your approval.

Budget Development
Finance Budget Development

Budget Development Worksheet

To create a new worksheet, select Create Query. To open a worksheet using an existing template, choose a saved query and select Retrieve Query.

Create a New Worksheet Query

Retrieve Existing Worksheet Query
Saved Query

[ Operating Ledger Query | General Ledger Query | Fund Balance Query | Encumbrance Query | View Document | View Attributes | Approve Documents | Budget Development ]

RELEASE: 7.1.0.1
Finance Budget Development

Budget Development Worksheet

Select columns to display amounts captured at the time the budget was built from the Operating or Position Control ledger, in addition to base budget and proposed budget.

- [ ] Adopted Budget
- [x] Permanent Budget Adjustments
- [ ] Temporary Adopted
- [ ] Temporary Adjustments

Continue
**Finance Budget Development**

**Budget Development Worksheet**

- Chart, Budget ID, Phase, Fund, and Organization are required. Program and Account may use wildcard (%). For Activity and Location null parameter matches null in budget lines, or a specific value may be used. Choose Budget Duration (or All), source for Financial Manager (or None), and account types to include in the worksheet.

<table>
<thead>
<tr>
<th>Chart of Accounts</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget ID</td>
<td>Q8</td>
</tr>
<tr>
<td>Index</td>
<td></td>
</tr>
<tr>
<td>Fund</td>
<td>125410</td>
</tr>
<tr>
<td>Organization</td>
<td>D444</td>
</tr>
<tr>
<td>Account</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budget Phase</th>
<th>EBASE</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Activity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Budget Duration Code: All
- Display Fin Mgr from: None

**Check to Include:**
- ✔ Revenue Accounts
- ✔ Labor Accounts
- ✔ Expenses
- ✔ Transfers
- ✔ Deleted Items

**Save Query as:**

- □ Shared
The Budget Development Worksheet allows you to calculate changes to all (mass change) or individual line items, and to delete lines from or add lines to your budget. You must select the Post button to save your changes. Select the Jump To Bottom link to navigate to the bottom of the worksheet area for access to additional features and totals.

**Worksheet Parameters**

<table>
<thead>
<tr>
<th>Worksheet Parameters</th>
<th>Budget Worksheet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chart of Accounts</td>
<td>Saint Louis University</td>
</tr>
<tr>
<td>Budget Id</td>
<td>FY08 BUDGET</td>
</tr>
<tr>
<td>Fund Type</td>
<td>General Unrestricted</td>
</tr>
<tr>
<td>Fund</td>
<td>126410 Marcom-Mktg &amp; Web Serv</td>
</tr>
<tr>
<td>Organization</td>
<td>Marcom-Mktg &amp; Web Serv</td>
</tr>
<tr>
<td>Account</td>
<td>All</td>
</tr>
</tbody>
</table>

Financial Manager

**Jump To Bottom**

Enter Amount +/- 99999999999.99 to add/subtract. Select percent to increase/decrease by New Budget times Amount/100. Select rounding factor for mass and line changes by percent.
Change value/Percent in Worksheet will override mass change during Calculat. Select Delete Record to set New Budget to .00 and delete budget line. Select the link on account code to view or maintain text.

**Mass Change Parameters**

<table>
<thead>
<tr>
<th>Change Value:</th>
<th>Percent</th>
</tr>
</thead>
</table>

**Round To Nearest**

| C 2 decimals | @ 1.00 | @ 10.00 | @ 100.00 |

Calculate
WebFocus Business Intelligence Dashboard
WebFocus Business Intelligence Dashboard

Managed Reporting sign on:

User ID: sbarfie1
Password: ******

Logon  Reset

Powered by Information Builders
Finance Budget Development Reports
# Finance Budget Development Reports

**Step 1.** Type of Report  
*Complete all fields.*

<table>
<thead>
<tr>
<th>Reports</th>
<th>Fiscal Year Budget Id</th>
<th>Quarter Report Type</th>
<th>Detail by Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>FBR001 Banner Fund List</td>
<td>07</td>
<td>FY 2007 Projections</td>
<td></td>
</tr>
<tr>
<td>FBR002 Fund (Account Budget Detail)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>FBR003 Budgeted Funds with Termination Dates</td>
<td></td>
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<tr>
<td>FBR004 HSEC Detail(Summary)</td>
<td></td>
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<tr>
<td>FBR005 Funds for Selected Accounts</td>
<td></td>
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<tr>
<td>FBR006 Budget Revenue/Expense Pool Detail (Summary)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>FBR007 Budget by Fund (Budget by Depart.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FBR008 Funds with Multiple Organizational Budgets</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>FBR009 Budget by Fund Account/Organization</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FBR010 Funds with Organization Code Differences</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FBR011 Current Budgets in Excel</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Step 2.** Account & Department  
*Complete fields to customize report by Fund ownership.*

**Step 3.** Ledger & Map Code  
*Complete fields to restrict report to specific ledgers.*

**Step 4.** Select Report Format and Submit Request

- PDF
- Submit
- Reset
FY08 Budget Reminders

• 261 days in FY08

• Round annual salaries to nearest $100 increment

• Include a comment in Salary Planner for every increase

• Salary Planner feeds sum of personnel account codes to Finance Budget Development

• Budget by line item in Finance Budget Development

• Implement lapsing in FY08

• Each Senior Financial Analyst assigned to specific units
Senior Financial Analyst Designations

- Arts & Sciences: Bruce Andres
- Athletics: Bruce Andres
- Business and Finance: Bruce Andres
- Center for Advanced Dental Ed.: Rob Devereaux
- College of Public Service: Bruce Andres
- Community Relations: Rob Devereaux
- Cook School of Business: Bruce Andres
- Development: Stacey Barfield
- Doisy College of Health Sciences: Rob Devereaux
- Enrollment and Academic Services: Stacey Barfield
- Facilities: Bruce Andres
- General Counsel: Stacey Barfield
- Graduate School: Bruce Andres
- Human Resources: Stacey Barfield
- Information Technology: Stacey Barfield
- Law School: Bruce Andres
Senior Financial Analyst Designations

- Mission and Ministry  
  Bruce Andres
- Museums & Galleries  
  Stacey Barfield
- Parks College  
  Bruce Andres
- President’s Office  
  Stacey Barfield
- Public Health  
  Rob Devereaux
- Research Services & Admin  
  Rob Devereaux
- SLU in Spain  
  Stacey Barfield
- SOM/UMG  
  Rob Devereaux
- Student Development  
  Rob Devereaux
- University Event Services  
  Stacey Barfield
FY08 Budget Development Update
February 8, 2007
Best Practices Initiative

Business Manager’s Meeting
February 8, 2007
In support of its mission…

the University wisely allocates its resources to maintain efficiency and effectiveness in attaining its mission and goals.
How it started...

• FY05 Budget process - solicited suggestions from the University community regarding:
  • cost reductions
  • revenue enhancements
  • re-alignments of administrative or academic units
  • efficiencies or improvements in administrative or academic services
How it evolved….

- Executive Staff retreat in Spring 2004
- President authorized the creation of the Best Practices Initiative in early 2005
- Consolidated list into 16 broad best practices initiatives
- Communicated to the University community in April 2005
- *Best Practices* is not static but rather a continuous process of improvement
Goals and Objectives

• Develop new and innovative practices that enhance effectiveness, enhance efficiencies, result in cost savings or result in revenue enhancement
• Provide exemplary institutional support services, systems and infrastructure
• Renew customer confidence
• Promote an environment of increased trust and ownership; inspiring trust, cooperation and collaboration
Keys to Success

• Senior leadership support – increases viability of cross functional initiatives
• Strong project leadership to ensure results and follow-through
• Continued focus on customer expectations and results-oriented goals
• Provide opportunities and avenues for stakeholder input
• Open, honest communication with stakeholders
Progress on Best Practices Initiatives

• Progress on initial list of objectives:
  – 63% complete
  – 37% in process
  – Some items still under consideration

• Results:
  – Process Improvements
  – Restructuring of Administrative Units
  – Consolidation of Academic Units
  – Improved Communication and Performance

• Impact: $7,749,000
Process Improvements

• Decrease in processing time and automation of several business processes including:
  – Purchase order process
  – Application and hiring process (People Admin)
  – Significant increase in payroll direct deposit enrollment and elimination of relating paper stub
  – Research business processes including grant submission, time and effort reporting, and financial certifications

• Just beginning….many other business processes currently under review
Restructuring of Administrative Units

• Several administrative support divisions have restructured resulting in improved communication, enhanced customer support and more efficient and effective practices. Areas restructured include:
  – Human Resources
  – Research Administration
  – Enrollment and Academic Services
  – Business & Finance
  – Facilities Services
  – Information Technology Services
  – Development and University Relations
  – Student Development
Consolidation of Academic Units

• The formation of the two new colleges, the College of Public Service and the College of Health Professions, has resulted in:
  – several new curricular developments
  – increased interprofessional educational and practice opportunities
  – more consistent management practices.
Communication and Performance

- The formation of the business manager forum and supporting communication infrastructure has enhanced collaborative efforts to strengthen the University’s business practices.

- Enhanced development and training opportunities across the University including:
  - New Performance Communication program
  - Workshop for New Chairs and Academic Administrators
  - SLU Leadership Academy
  - Management Development Certificate Program
  - eRS training
# Quantifiable Results

<table>
<thead>
<tr>
<th>Initiative Category</th>
<th>Annual Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue Enhancements:</strong></td>
<td></td>
</tr>
<tr>
<td>New Fees, Commuter Meal Plan and Summer Programs</td>
<td>$3,334,000</td>
</tr>
<tr>
<td><strong>Cost Savings:</strong></td>
<td></td>
</tr>
<tr>
<td>Purchasing Reorganization</td>
<td>2,685,000</td>
</tr>
<tr>
<td>Travel</td>
<td>706,000</td>
</tr>
<tr>
<td>Eliminate Billiken Air Express</td>
<td>300,000</td>
</tr>
<tr>
<td>Outsource Printing Services</td>
<td>230,000</td>
</tr>
<tr>
<td>Close Pasta House</td>
<td>200,000</td>
</tr>
<tr>
<td>Jesuit Hall FMV Charges</td>
<td>150,000</td>
</tr>
<tr>
<td>Other cost savings</td>
<td>144,000</td>
</tr>
<tr>
<td><strong>Total Impact</strong></td>
<td>$7,749,000</td>
</tr>
</tbody>
</table>
Focus for Remainder of FY2007

- Business Process Improvement Teams
  - Business and Finance
  - Human Resources
  - Research Administration
  - Student Services
- Outsourcing Opportunities
- Business Manager Development
- Greening Initiatives
Questions