

## *What's New . . .*

June, 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 distributed the FY18 budget bases on May 15th. Please address all the FY18 items identified on your budget bases. As stated in the FY18 Salary and Budget Development Guidelines, the Salary Planner and Finance Budget Development screens will be locked at end of business on June 5<sup>th</sup>. All information entered will be effective July 1, 2017.

Any changes thereafter need to be communicated to the Financial Planning and Budget office to update.

#### **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**

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 weeks 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.

#### **University Preferred Vendor Fair**

Event Details: 10:30 a.m. - 2:00 p.m., July 21st, Wool Ballroom, Busch Student Center

Business Services will host the 2017 Saint Louis University Preferred Vendor Fair from 10:30 a.m. to 2 p.m. Friday, July 21st, in the Wool Ballroom in Busch Student Center.

The fair is an opportunity for faculty and staff to meet account representatives from preferred vendors.

Complimentary light lunch items, attendance prizes and product demonstrations will be included throughout the event.

Attendees are encouraged to bring business cards.

Please contact Andrew Chism at [chisma@slu.edu](mailto:chisma@slu.edu) or 7-3725 with questions.

## **Central Processing Center Update**

Business & Finance Concur Expense Report and DPV Q & A sessions will resume in August after the fiscal year end close.

Expense report reminders:

- Receipts for all expenses over \$50.00 should be attached to your expense reports for reimbursement.
- Business Meals expense type should only be chosen for those meals taken with clients, prospects or non-University associates during which a specific business discussion takes place.

## **Controller's Department Update**

Please welcome Mariela Mara to the Business and Finance Division. Mariela joins SLU as an Accountant in the Accounting & Financial Reporting department. Mariela will be responsible for various general ledger and bank reconciliations, recording the monthly Hotel Ignacio and Chaifetz Arena financial statements, insurance accounting and various other journal entries and reports. Mariela is a recent SLU graduate with a BS in Business Administration, majoring in Accounting. Among other jobs, Mariela has worked the past few years as an Accounting intern in SLU's Office of Sponsored Programs.

## **Shared Services Update**

As part of Magis Operation Excellence, the Role of the Center Finance initiative is progressing, and we moved financial personnel from impacted units (Arts & Science, Parks College, School of Professional Studies, Nursing, & College for Public Health & Social Justice) into the Shared Services Finance department. They reside in Wool Center, as part of Business and Finance.

To prepare for this, we met with the business managers in those units to understand the full scope of the centralized employees' activities to determine what tasks moved to Shared Services and what tasks stayed in the business unit (i.e., non-financial tasks such as travel). In addition, we held a service level agreement workshop with the business managers to get feedback and input on how we'll provide those services. We met with the business managers again to clarify how we will perform key tasks under the new structure.

The move was completed on 5/11/17 and we anticipate a 3-6 month stabilization period. At this time, we'll be working to serve the financial processing needs of the units that have personnel moving to the Center. Once we have stabilized and assessed the capacity we have in the Shared Services Center, we can begin to assess our ability to serve other units and handle your financial processing needs as well.

Please welcome the following employees to the current Shared Services Finance department:

- Ann Scales
- Beth Fluhr
- Cathy Baumann
- Karen Effinger
- Natalie Sevener

## **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.