

## *What's New . . .*

November, 2015

---

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

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

- December 10, 2015 Morrissey Hall, Room 200
- 

### **Planning & Budget Update**

#### **December Business Manager Meeting**

We will be seeking input from the business managers on the topics to be discussed at the next Business Manager meeting in December. Please provide your topics/ideas to Janet and she will orchestrate the presenters. She can be reached at [jstradel@slu.edu](mailto:jstradel@slu.edu) and 977-2891.

### **Business & Finance General**

Gary Whitworth has been appointed associate dean of finance for the Saint Louis University School of Medicine

Assistant Treasurer Jim Fugel will serve as the University's treasurer and chief investment officer on an interim basis.

Stewart Wirth has been appointed director of risk management,

### **Human Resources Update**

#### **Open Enrollment**

Open enrollment for the 2016 benefits program is now underway. The open enrollment period runs from November 1 through November 20. There are several changes going into effect. Information on those changes can be found in the open enrollment letter that was previously distributed.

### **CPC Reporting Update**

Please enter a reason when denying approval of an invoice. This lets us know our next step to resolve the invoice issue.

For help with choosing account codes for expense types on requisitions or eSeeDPs, this grid is available.

<http://www.slu.edu/Documents/busfin/eSeePay-DPV-Grid-for-Users.pdf>

A list of account codes and their titles can be found here. <http://www.slu.edu/Documents/busfin/Banner-Account-Codes-Expenditures.pdf>

Please use account 739102 and 739152 for airline seat fees.

#### **Frontier Airlines**

Frontier is an instant purchase carrier and will not wait for approval routing. The traveler will see the flights and prices, but will need to call a TravelPlex agent to book with Frontier when travel has been approved.

## Business Services Update

### Online Stationery Training Sessions

Business Services, in conjunction with the Division of Marketing and Communications, has selected a new vendor, Bender Inc., to provide stationery for SLU and SLUCare. Bender's new website for ordering SLU and SLUCare business cards, letterhead, envelopes, and other printed items will go live on Monday, Nov. 16<sup>th</sup>.

Bender will offer 4 on-campus training sessions to familiarize the SLU community with the new online ordering site. They will be held:

- 2 p.m. Monday, Nov. 16, Busch Student Center –St. Louis Room
- 2 p.m. Tuesday, Nov. 17, Learning Resources Center-Auditorium C
- 2 p.m. Wednesday, Nov. 18, Busch Student Center-St. Louis Room
- 2 p.m. Thursday, Nov. 19, Learning Resources Center-Auditorium C

Bender Inc., a local printing firm with a long history of printing materials for SLU, was awarded the contract following an RFP, a review of competitive bids and further price negotiations.

SLU's current site, provided through vendor Standard Register, **will close on Friday, Nov. 6.**

No SLU or SLUCare stationery products will be available for purchase via either vendor the week of Nov. 9.

Please note that the SLU and SLUCare stationery and business cards are currently being redesigned and **these newly redesigned products will be available on the Bender site on Nov. 16.** So it is advised that anyone with stationery needs wait until the new products are available before ordering any significant quantities of new stationery, envelopes or business cards.

For questions regarding these changes, please contact Jake Prange at 977-7044, [jprange3@slu.edu](mailto:jprange3@slu.edu)

### McKesson Medical-Surgical

Saint Louis University has entered into a distribution agreement with McKesson Medical-Surgical for clinical supply purchases. In exchange for designating McKesson Medical-Surgical as our primary distributor, Saint Louis University receives a reduced mark-up on the clinical supplies that we purchase.

Please direct any questions on this agreement to Anne Becker at [abecke20@slu.edu](mailto:abecke20@slu.edu).

### eProcurement

Business Services has launched a new website to communicate updates on the eProcurement project status and timing. The website can be found at this link: <http://www.slu.edu/eprocurement>.

Members of the SLU community are invited to help name the new marketplace. Submit marketplace name ideas to Anne Becker at [abecke20@slu.edu](mailto:abecke20@slu.edu), by Friday, November 6<sup>th</sup>.

## Information Technology Services Update

### New IT Service Management System

ITS recently selected and began implementing a new IT Service Management ticketing system, ServiceNow. Then new system will replace Remedy On Demand over the next two months. The IT Service Management tool is used by IT staff to submit issues in need of resolution, and by customers to request IT services through mySLU.

The new system will allow customers to submit requests and issues using a simple form that includes an area to include questions and updates. Customers will be able to track statuses, including information on what work has been done so far, what is pending, and who is working on it.

The serviceNow implementation project will occur in several phases. In the project's first phase, targeted for completion by November 1, ITS will be concentrating on ensuring the same functionality that is currently in Remedy On Demand, is also available in Service Now.

Updates will be communicated to the SLU community as much as possible through Newslink. Informational and training sessions regarding new features and functions will also be scheduled.

Please contact Mike Mueller ([mmuell44@slu.edu](mailto:mmuell44@slu.edu)) for any questions regarding this service enhancement.

## Controller's Office Update

### **Banner Finance Refresher**

We are offering another 'refresher' session this Fall for current Banner Finance users. It will take place in the Wool Center Computer Training Room, WLC-372.

Wednesday Nov. 18, 2015 8:00 – 9:00 a.m.

Contact Lisa Zoia ([zoialm@slu.edu](mailto:zoialm@slu.edu)) to sign up for a session or if you have any questions.

See the Business & Finance website for the new user training schedule (<http://www.slu.edu/busfin/training/banner-finance-refresher>)