

What's New . . .

August, 2011

Future Business Managers' Meetings

Our next Business Managers' meeting will be held on Thursday, August 11, 2011 from 9:00 – 10:30 a.m. The meeting location is The Learning Resource Center (LRC), Auditorium B.

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

- October 13, 2011
 - December 8, 2011
-

Business Services

Hotel Ignacio

Business Services would like to remind you that when working with SLU corporate vendors and/or visitors to strongly encourage Hotel Ignacio as the hotel of choice. The hotel is rapidly earning a great reputation as an exceptional hotel with outstanding service and amenities for hotel guests.

Along with competitive pricing, all corporate rates at the hotel include:

Access to the Simon Recreation Center
24 hour business center
Use of Kindles, which offer over 25 different publications
24 hour complimentary coffee
Complimentary admission to the Contemporary Art Museum and several other local galleries and museums
And many other amenities

For rates and availability please contact Rachel Crowley at sales@hotelignaciostl.com or by phone at 977-4401.

CPC Updates

Concur Expense

Concur Expense now has three policies (report types): Non Travel, Travel and Foreign Travel.

Users/delegates should be sure to choose the correct policy (Non Travel - Travel - Foreign Travel), and the correct expense type. Expense types (car, hotel, conference hotel, etc.) are hard-coded to the account codes. If the wrong type has been chosen, the report will be returned for correction. These account codes are posted at: <http://www.slu.edu/Documents/busfin/Account%20Codes%20FY12.pdf> Notice that the US50 (Travel within the 50 United States) and Foreign account codes are very similar. The difference is that Foreign numbers are 50 more than the US50 numbers.

Explanation of Meal Expense Types

Meals (Faculty/Staff/Student) should be used when everyone is related to SLU.

Business Meal/Entertain (with guest) should be used when at least one person in attendance is not related to SLU (donor, alumni, speaker, and/or interviewee). In travel mode, there is also an expense type named meals (group-SLU only). This type should be used when everyone is in travel mode and related to SLU.

W9's

It is not necessary to request a new W9 each year unless the vendor's information has changed. A W9 is needed for all new vendors and for existing vendors if there is not one on file. Also, once the W9 has been submitted for a new vendor with the master vendor forms, there is no need to send an additional one with the DPV.

Treasury Updates

Cash Handling Initiative

The Treasurer's Office and University Audit Services (UAS) are continuing to lead The Cash Handling Initiative into the new fiscal year. The objectives of the initiative are to ensure the University has adequate policies, procedures, internal controls and segregation of duties to safeguard and account for all cash receipts and secondly, to assess if there are sufficient internal controls to ensure the University actually receives all payments it is due.

In fiscal year 2011, cash handling surveys were distributed and completed by all areas of the University who bill for or receive and submit cash to the Cashier's Office. Based on the results of the survey and the FY10 cash transactions summary, surprise audits were performed that focused on billing and receiving, cash handling, segregation of duties and internal controls. The Treasurer's Office and UAS have been actively involved with Business Managers and departments to improve internal controls over revenue and cash receipts by centralizing and streamlining business processes. Several areas of the University have reviewed their current business processes and are moving to a more centralized process of billing and receiving, although audits indicate a need for stronger internal controls, increased segregation of duties and better documented policies and procedures.

As we enter the new fiscal year, all areas of the University should continue to review business processes ensuring policies and procedures are documented, segregation of duties and internal controls are in place and collection of payments are processed using the most efficient methods. University Audit Services and Treasury will continue to conduct surprise audits in the new fiscal. Please make sure all areas within your division/school are adhering to all applicable University cash handling policies and procedures. [Cash Handling Guidelines](#) have been posted on the Business and Finance website for your reference. For more information or any question's you may have, please contact Mindy Fenton at 977-2466 or fentonmr@slu.edu.

Cash Handling Initiative Contact Information

Elizabeth Winchester
University Audit Services
977-2354
wincheea@slu.edu

Mindy Fenton
Treasurer's Office
977-2466
fentonmr@slu.edu

Jack McGowan
University Audit Services
977-2475
mcgowanj@slu.edu

Joann Grant
Cashier's Office
977-2399
grantjm@slu.edu

SLU Marketplace

Reminder:

The University offers a web-based, e-commerce solution called SLU Marketplace. The Marketplace offers the campus community an on-line mall featuring storefronts and provides departments with the tools to design, build, and maintain online shopping that meets the needs of the University. SLU Marketplace includes U-Stores which are developed, managed and maintained at the departmental level. U-Stores provide departments with the ability to collect payments electronically in the form of electronic check or credit card as well as provide online registration capabilities and detailed reporting. From collecting conference registration fees to purchasing SLU merchandise, the Marketplace makes it easy for students, parents, alumni and the community to do business with the University. Let SLU Marketplace fulfill all of your e-commerce needs in a manner that is cost-effective, efficient in process, and easily managed.

All prospective e-commerce business solutions within the University should be reviewed and approved by the Treasurer's Office. E-commerce includes any business and financial transactions processed electronically, online or through the web.

To request a U-Store in the SLU Marketplace, please complete the U-Store Request Form or the form may be found in Documents & Forms on the Business and Finance website. For more information, please contact Mindy Fenton at 977-2466 or fentonmr@slu.edu.

Click here to view the [SLU Marketplace](#).