

What's New . . .

May, 2013

Future Business Managers' Meetings

Reminder: Our next Business Managers' meeting will be held on Thursday, June 13, 2013 from 9:00 – 10:30 a.m. The meeting location will be at Young Hall.

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

- June 13, 2013
 - August 8, 2013
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CPC Updates

eSeePay

The eSeePay document now includes information if the payee/vendor is paid by ACH Electronic Direct Deposit. In addition, if the payee is paid by ACH, the system will not allow the user to select Special Handling, Enclosure, Interoffice or Pick-up.

When entering a requisition for a hotel stay, enter the trip number, guest's name and date of stay in the commodity/description field. This information will print on POs and on payment stubs which will be helpful to the hotels. This includes Hotel Ignacio.

Reminder: Two people are required to go into the Pcard reconciliation tool timely each month to review/approve every charge. You should see small circles with a 1, a 2 or a 3 next to each charge. If there are not two circles, the card is missing one level of review. A few days before the cut off, email reminders are sent to those who are missing one or both approvers. On the cut-off date, email reminders are sent again. When you receive these emails, consider contacting Danielle Beinke in CPC if one person is not available (vacation, sick, etc.) A temporary replacement could be set up. Another option is to have three levels of reviewers/approvers set up on every card. Then if one level is out, the other two could go into the recon tool and comply with policy.

Travel

Concur-Cliqbook booking now has a field where the activity code can be entered.

As a result of the recent Federal Aviation Administration (FAA) sequestration budget cuts, flights may begin to experience delays. Unfortunately, the FAA has not provided specific details, but has advised that furlough-driven delays are most likely to occur at the following 10 airports:

Chicago-O'Hare (ORD), Chicago-Midway (MDW), Fort Lauderdale (FLL), Los Angeles (LAX), Newark Liberty (EWR), New York-JFK (JFK), New York-LaGuardia (LGA), Philadelphia (PHL), San Diego (SAN), San Francisco (SFO).

Because delays may occur across the country, it is recommended for all travelers to check their flight status before departing for the airport. **American Airlines, Delta Air Lines, United Airlines and US Airways** each raised by \$50 to \$200 the change fee on domestic U.S. tickets.

Southwest Airlines on Sept. 13 will add a no-show policy for nonrefundable fares not canceled or changed before departure. In those scenarios, all unused funds on the full itinerary will be lost. If a customer holding a nonrefundable fare does not use or cancel any portion of a ticketed itinerary, the remaining reservation will be canceled. The new policy applies to reservations booked from May 10 for travel from Sept. 13

Business Services Updates

Campus Dining Survey – Catering Survey

Student Development and Business Service are collaborating to draft a competitive bid document to select a dining vendor for the University. The selected vendor will commence operations in the summer of 2014. In order to learn about preferences and concerns related to campus dining, we are collecting information regarding catering operations on campus. All business managers should have received an email with a link to a catering survey. Please take a few moments to complete this survey; it should take no more than 5 minutes. If the business manager is not the person that routinely manages catering for your department, please forward it to the person that does. Thank you in advance for your participation. If you have any questions, or if you have not received the link please contact Ellen Borowiak, in Business Services, at 314-977-7045.

New Account Code for Promotional Items

Business and Finance announces a new Account Code for all Promotional Items expenses. Starting in Fiscal Year 2014, **Departments should use code 745000** for any expenses on Promotional Items. This account code *replaces* the use of the Miscellaneous Expenditures code, 756000 for Promotional Items.

Promotional Items are typically considered specialty printed items in the following categories: T-shirts, water bottles, pens, coffee mugs, hats, sweaters, USB drives, and other novelty items. This list, however, is not exhaustive. For questions about which purchases qualify as promotional items, please feel free to contact Business Services.

Traditional print items, such as brochures, flyers, banners, and signs should not be included under this account code. For printing policies go to: http://www.slu.edu/Documents/busfin/Printing_Policy.pdf. If your Department has any questions about this change, please contact John Koenig in Business Services at jkoeni10@slu.edu or 314-977-3725.

Vendor Fair – Hosted by Business Service

The Business Services Department of Saint Louis University cordially invites you to participate in the 2013 SLU Preferred Vendor Fair in the Busch Student Center Wool Ballroom. It's an opportunity to introduce and/or connect with our select/preferred vendors.

The details of the event are as follows:

- Date/time of fair: **Tuesday, July 30th from 10:00am-2:30pm**
- We are expecting nearly 50 vendors to participate.
- Vendors will showcase their products/services via samples, brochures and/or door prizes.
- We also encouraged vendors to share their current “Green “initiatives.

Controller Office Updates

Training Sessions

Banner Finance Training Sessions are located in the Wool Center Computer Training Room, WLC-372. For the Banner Finance/Cognos training schedule, go to: <http://165.134.247.195/busfin/training/banner-finance-training-sessions>.