

What's New . . .

October, 2017

Future Business Managers' Meetings

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

- December 14, 2017 Young Hall
 - March 8, 2018 TBA
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Central Processing Center Update

Sending documents to CPC for processing? A reminder to please submit your documents to the following email addresses:

Invoices paid via PO - accountspayable@slu.edu
New vendor setup - eseepay@list.slu.edu
DPV and backup - eseepay@list.slu.edu

Questions for CPC?

Travel questions - univtravel@slu.edu
P card and T&E card questions- cardprograms@slu.edu
DPV questions - Diana at diana.reed@slu.edu or Katelyn at katelyn.missey@slu.edu or HSC Finance on the Med side

Questions about your P Card Reviewer/Approver tasks?

Please review the manuals and tutorials at the following link:

[https://www.slu.edu/busfin/departments/card-programs/amex-procurement-card-\(p-card\)/manuals-and-tutorials-for-p-card](https://www.slu.edu/busfin/departments/card-programs/amex-procurement-card-(p-card)/manuals-and-tutorials-for-p-card)

Close purchase order integration is now in place in Billiken Buy!

This new integration feature allows the departmental Buyer on a purchase order or blanket order to close the order in Billiken Buy and the order will then be closed in Billiken Buy and in Banner and any remaining encumbered funds on the order will be released.

To close a purchase order or a blanket order the Buyer should simply select "Close" from the Actions drop-down in the top right of your order screen.

Please note:

-Blanket order balances no longer need to be "zeroed down" in order to close.

- Close purchase orders only after any pending returns/credits have been processed.
- Staples purchase orders will reflect a hanging encumbrance amount due to the 1% early payment discount received. Buyers can close Staples purchase orders and this hanging encumbrance will be released.

Departments should no longer contact A/P with requests to close purchase orders. In the event that a departmental Buyer closes a purchase order and needs it to be reopened, please contact Katelyn Missey in A/P at katelyn.missey@slu.edu with this request.

Upcoming training Dates in Business & Finance:

DPV Q & A Session

Thursday, October 19th

10:00 - 11:00a.m.

Wool Center Room 372

Email: dreed17@slu.edu

Concur Expense Report Training Session

Thursday, October 26th

1:00 - 3:00 p.m.

Wool Center Room 372

Register via Skillssoft

Planning and Budget Update

Please join me in welcoming Samantha Myers to Business & Finance as a Financial Analyst in the Financial Planning and Budget department. Samantha comes to SLU from Anheuser Busch where she recently served as a consultant leading external and internal projects and developing reports for Accounts Payable. Samantha is a 2016 graduate of Southern Illinois University Edwardsville where she obtained a Bachelor of Science in Finance.

Business Services Update

Staples

Access to the direct Staples Business Advantage website was disabled on October 1st. All Staples orders should be issued in Billiken Buy.

Staples Promotional

Please see the attached flyer (separate document) regarding the launch of the new Staples Promotional E-Store for promotional items now available in Billiken Buy.

Human Resources Update

2018 United Way Campaign

During the month of October we are asking members of the SLU community to support the laudable work of the United Way. Join Dr. Pestello on Tuesday, October 9, from 7:30-10:00 A.M. in the Center for Global Citizenship. Everyone who donates at least \$5.00 will receive two pancakes and coffee or tea.

Below are some of the important reasons why your support makes a difference in people's lives.

- More than \$1 million each week is invested in our community to help people through United Way.
- Forty-five percent of the agencies United Way funds have some type of program or service that serve children and youth.
- More than 45 agencies that United Way funds focus on meeting basic needs of people in our region.
- More than 20 agencies that United Way funds have some type of program or services that supports seniors.
- More than 30 United Way agencies have a client base with 70 percent or more being women.
- United Way partners with nearly 170 local non-profits that help as many people as possible in our community.

Your gift is supporting a wide range of services for our community.

Please contribute when you receive your United Way email. If you do not receive an email this week and would like to contribute, please contact Mary Krieg at mary.krieg@slu.edu.

Treasury & Investments Update

Please join me in welcoming Brad Conrad to the Treasury & Investments group. Brad comes to us from Mercer Investment Consulting where he recently served as an associate, investment consulting. Prior to Mercer, he worked at Stifel, Nicolaus & Co. as an alternative investment analyst and exchange traded funds specialist. Brad has a Bachelor of Science in Finance from Quincy University. Additionally, Brad holds the Chartered Alternative Investment Analyst certification and is currently pursuing an MBA at Saint Louis University.

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)**. Additional information and FAQs regarding the Hotline can be found on the General Counsel Homepage.