# *What's New . . .*

## Future Business Managers' Meetings

Our next meeting is scheduled for:

- December 13th, Tegeler Hall in the Carlo Auditorium

## Financial Planning & Budget Update

If you would like to present at a future Business Manager Meeting or have suggestions for helpful content, please contact Samantha Myers at samantha.n.myers@slu.edu. We would love to hear about best practices in your area as others could benefit as well.

## Business Services Update
**Business Services**

Billiken Buy Training

An instructor-led training session will be offered on Wednesday, September 12th, from 9-10:30 a.m. We will reserve the room for an additional 30 minutes of Q & A. This training session will be held at the Wool Center - Third Floor - Room 372. If you would like to attend training, please email Anne Becker at anne.becker@slu.edu to be added to the meeting invite. Spacing is limited in this training; however, the session will also be offered by Skype for Business for any users that wish to attend remotely. An additional training session may be added from 1-2:30 p.m. that day if demand is high enough.

We recommend that any users that wish to attend remotely via Skype, attend a Skype for Business 101 training session prior to September 12th. A link to the ITS training schedule can be found here.

## ITS Update

Effective July 1st, ITS will no longer approve p-card purchases or Concur reimbursements related to technology purchases. The policies related to technology purchases have not changed, but ITS will no longer be an approver for these items. ITS will also not approve purchases in Billiken Buy unless it is a specialized request made within the School of Medicine. This is to ensure specialized device/software purchases have the appropriate protections for HIPAA.

# Central Processing Services Update

**Invoice & PO Processing Reminders:**

- Invoices submitted for payment should be sent directly to Accounts Payable. If you are receiving invoices sent to your department, the department should contact their vendor and correct their invoice address to be accountspayable@slu.edu to allow for timely payment processing.

- Please remember to send your new fiscal year blanket PO #'s to your vendors so that the vendor can update their invoices with the current year po #.

**Business & Finance Training Dates in CPC:**

**DPV Q & A Session**
Thursday, September 13th
1:00 - 2:00 p.m.
Wool Center Room 372
Email diana.reed@slu.edu

**Concur Expense Report Training Session**
Thursday
, September 20th
1:00 - 3:00 p.m.
Wool Center Room 372
Register via Skillsoft

# Controller Update

Banner Finance overview training sessions are scheduled as follows for the rest of the calendar year:

**Tuesday Sep 11, 2018**  1:00pm - 3:45pm
**Tuesday Oct 9, 2018**   1:00pm - 3:45pm
**Tuesday Nov 13, 2018**  1:00pm - 3:45pm
**Tuesday Dec 11, 2018**  1:00pm - 3:45pm

Please go to the Business and Finance web site for more information.

# 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.