
What's New . . .

December, 2018

Future Business Managers' Meetings

Our next meeting is scheduled for:

- December 13th, Tegeler Hall in the Carlo Auditorium
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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.

Financial Services Update

Two new Fiscal Management Cognos reports have been added for use; both allow the user to select multiple fiscal years.

1. BUSFM003 Report of Transactions (Operating and General Ledger) (FGR211) – Excel Multi Fiscal Year Select
2. BUSFM009 Account Code Summary – 5-year comparison Multiselect

Central Processing Services Update

Because the last payroll of the year is scheduled for Friday, 12/21/18, to meet our December Payroll and year-end W-2 reporting deadlines, Payroll Services is requesting a payment cut-off date of **Wednesday, 12/05/18** for all employee moving expenses that pay on account #738020 via Banner; eSeePay; Concur and Billiken Buy.

Reminder to all AMEX T&E Card Members and Concur Approvers:

Effective February 1, 2019, your required monthly payment is due by the Next Closing Date, or a late fee will be assessed. This begins with charges for the January 2019 billing period (due by 2/27/19). Employees should be submitting their expense reports allowing for adequate time for the review/approval process.

Upcoming Training in Business & Finance:

Concur Expense Report Training Session
January 17th, Thursday
10:00 - 12:00 noon
Wool Center Room 372

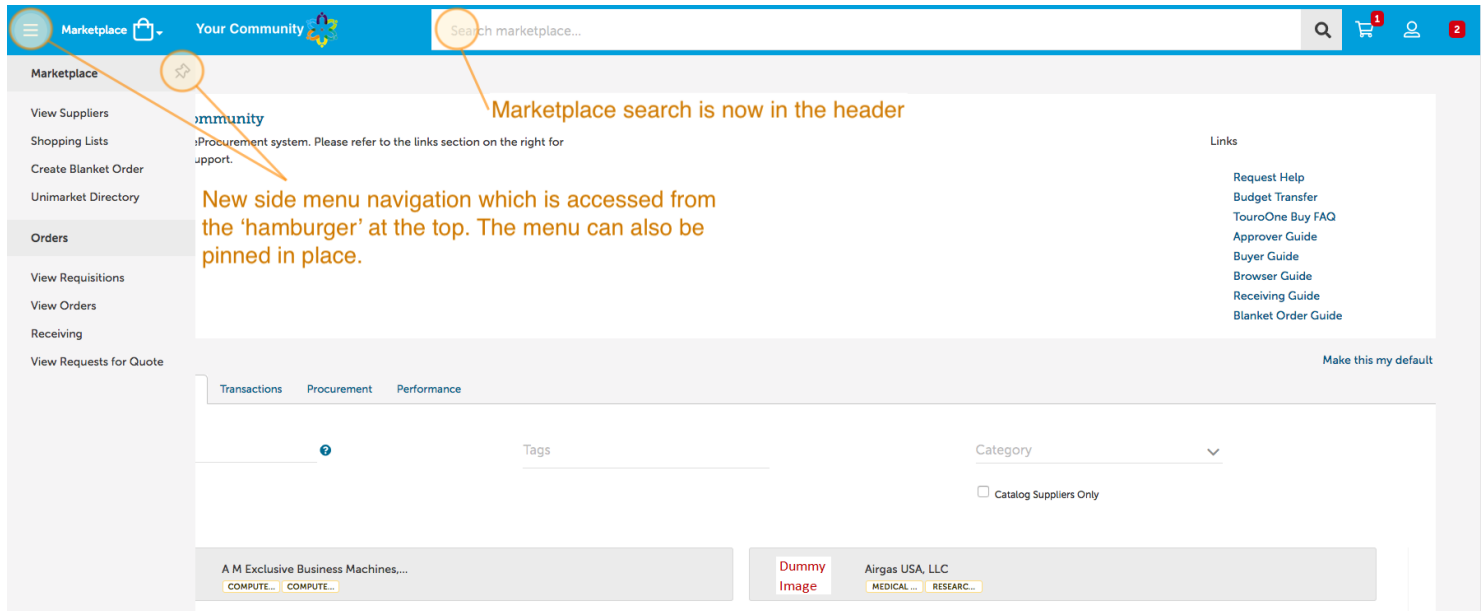
Updated 12/3/18

Register via Skillsoft

Business Services Update

Billiken Buy: New User Interface Coming December 10th!

Unimarket is releasing a new user interface on December 10th. Billiken Buy will have a new, clean look, as well as new menus and icons for options.



To assist end users with this transition, a formal announcement will be shared with the Billiken Buy community next week. Help documentation and training materials will also be updated. Please contact Anne Becker at 977-1455 or anne.becker@slu.edu with any questions.

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.