# What's New . . .

October 2023

#### **Business Managers' Meetings**

The next Business Managers' Meeting is scheduled for March 7, 2024.

If you would like to present at a future Business Manager Meeting or have suggestions for helpful content, contact: <u>Heather Kotsybar</u>. We would love to hear about best practices in your area, which may also help others.

### **Cannonball Conference- Registration Closes October 18**

Join us at the <u>2023 Cannonball Conference</u> for a full day of activities. Registration for the conference will close on Wednesday, October 18 in order to place breakfast and lunch counts along with ordering conference shirts for participants.



Cannonball Conference
Thursday, October 26, 2023
Busch Student Center

#### **Business Services**

#### **Ronnoco Coffee**

Ronnoco Coffee is currently reviewing Saint Louis University accounts to locate brewing equipment in departments where purchases have decreased significantly in the past year. Our Ronnoco Coffee rep,

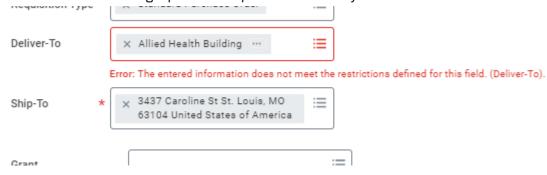
Dess Elz, will follow up with applicable departments to determine if the accounts should remain active, and/or if the equipment needs to be picked up or changed to accommodate new business needs.

Please reach out to Anne Becker at anne.becker@slu.edu with questions.

#### **Updating your Employee Workspace in FM:Systems**

#### Click here for additional information.

It has been brought to our attention that some Workday Finance users are receiving the error below in the deliver-to field when creating a purchase requisition in Workday:



To correct this, you should update your employee workspace in FM:Systems so that your default deliver-to field in Workday reflects your room/suite number in your office building.

Please go to mySLU Tools (<a href="https://myslu.slu.edu/tools">https://myslu.slu.edu/tools</a>), click on the "Facilities Service Request" icon, once in the FM application please hover your mouse over the "Space Management" bubble and select "Location Update for Faculty/Staff" view is opened, please reference the attached "Employee Location Update Guide" on how to update your location.

Note: Once your location is updated in FM:Systems, the new workspace location will be uploaded into Workday overnight.

If you encounter any problems updating your location, please email facilitiesdatamanagement@slu.edu.

#### **Amazon Business Rogue User Account Consolidation**

Saint Louis University signed a domain agreement with Amazon Business in 2022, granting SLU ownership of all Amazon accounts with email addresses containing slu.edu or health.slu.edu email domains. We are in the process of adding Amazon Business accounts for P-Card holders and removing Amazon.com accounts with the slu.edu and health.slu.edu domains. In the coming weeks, we will be sending out targeted communications to affected account holders on how they should access their

accounts for future purchases. Business Services will audit these accounts and repeat this process on an annual basis.

Please note, all Saint Louis University Amazon purchases should be made through this central Amazon Business account through Billiken Buy. Questions on this or future Amazon Business emails can be directed to <a href="mailto:anne.becker@slu.edu">anne.becker@slu.edu</a>.

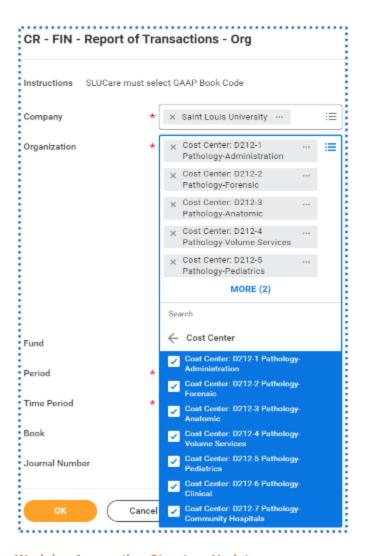
workday @ SLU

## **Workday Financials**

Questions or issues with Workday Financials? Contact wdfinance@slu.edu

#### **Workday Tips:**

In the report prompt section, you can select more than one attribute by selecting Control A and selecting the first check box at the same time. This will select all options instead of manually selecting each item to include in the report.



#### **Workday Accounting Structure Updates:**

#### **New Cost Centers**

D778 Library Collections (included in S21 University Libraries and Museums)

**D780** Leadership Giving (included in **S60** AVP Development)

#### **New Cost Center Hierarchy**

**S09-3** SPS Other (Superior is S09 School for Professional Studies)

#### **New Internal Service Provider:**

Institute for Drug and Biotherapeutic Innovation (IDBI)

#### **Cost Center Name Changes**

S62 University Development has changed to North Campus Development.

**S71** Medical Center Development has changed to **South Campus Development**.

D066 Principal Giving and CFR has changed to Strategic Philanthropy.

**D484** Alumni Engagement and Giving Programs has changed to **Alumni Engagement and Development Communications.** 

**D494** Development Services has changed to **Stewardship and Donor Relations**.

**D496** Research Services has changed to **Prospect Management**.

#### **Cost Center Hierarchy Changes**

S60 Development Principal Giving has changed to AVP Development.

**D351** Ctr for Workforce & Org Development and **D363** Summer and Extended Studies have moved from S07 Academic Affairs to **S09-3 SPS Other**.

**D123** Catholic Studies has moved from S02-2 to **S70** Philosophy and Letters CCH.

**D496** Prospect Management has moved from S66 VP Development to **S60** AVP Development.

#### **Workday Report Updates and Additions:**

As a reminder, you may not have access to certain Workday Reports due to security. Please email wdfinance@slu.edu with any questions.

Report Name	Update/Description	Functional Area	
CR – FIN – Award Business	A new report has been added to	This report is available to the	
<b>Processes Awaiting Action</b>	Production. This report includes	following Security Groups:	
	Award, Billing Schedule, Business	Accounting Manager, Award	
	Process Name, Event Records,	Analyst, Award Approver,	
	Awaiting Persons, Date Initiated,	Award Billing Specialist,	
	Due Date, Days Past Due, and	Award Contract Specialist,	
	Assignment Date.	Award Specialist, Award Task	
		Analyst, Conflict of Interest	
		Approver, Cost Center	
		Approvers, Cost Center	
		Manager, Director of	
		Sponsored Programs,	
		Finance Analyst, Finance	
		Executive, Fund Manager, Gift	
		Manager, Grant Manager,	

		Grant Budget Specialist, Grant Financial Analyst, Implementers, Lead Principal Investigator, Manager, Payroll Partner, Pre-Award Specialist, Principal Investigator, Program Financial Analyst, Program Manager, Project Financial Analyst, Project Manager, Sponsored Programs Manager, University Commitment Office.
CR – FIN – Profit (Loss) by School	A new report has been added to Production. This report includes Operating Revenue, Operating Expense, Operating Revenue Over (Under) Expense, Designated/Restricted Revenue, and Designated/Restricted Expense for selected School.	This report is available to the following Security Groups: Controller, Cost Center Approver, Cost Center Financial Analyst, Cost Center Manager, Finance Auditor, Finance Organization Admin, Function Financial Analyst, Fund 32 Grant Manager, Fund Financial Analyst, Fund Manager, Gift Financial Analyst, Gift Manager, Grant Approver, Grant Financial Analyst, Grant Manager, Implementers, Principal Investigator, Program Financial Analyst, Program Financial Analyst, Program Manager, Project Financial Analyst, Project Manager, University Commitment Office.
CR – FIN Unbilled and Invoice Paid	A new report has been added to Production. This report includes Grant, Award, Unbilled Amount, Billed Amount, Customer Invoice Document and Payment Status.	This report is available to the following Security Groups: Controller, Cost Center Approver, Cost Center Financial Analyst, Cost Center Manager, Customer Billing

Approver, Customer Billing Specialist, Finance Auditor, Finance Organization Admin, Function Financial Analyst, Fund 32 Grant Manager, Fund Financial Analyst, Fund Manager, Gift Financial Analyst, Gift Manager, Grant Approver, Grant Billing Specialist, Grant Billing Approver, Grant Financial Analyst, Grant Manager, Implementers, Principal Investigator, Program Financial Analyst, Program Manager, Project Financial Analyst, Project Manager, **University Commitment** Office.

**Data Audit - Grants** 

Data Audit – Grants report has been updated to display hierarchy levels.

This report is available to the following Security Groups: Accountant, Accounting Manager, Administrative Accountant, Award Analyst, Award Approver, Award Billing Specialist, Award Contract Analyst and Specialist, Award Task Analyst, Cost Center Approver, Cost Center Financial Analyst and Manager, Director of Sponsored Programs, Finance Admin, Finance Analyst, Finance Executive, Fund Manager, Gift Financial Analyst and Manager, Grant Approver, Grant Manager, Grant Approver, Principal Investigator, Pre-Award

		Specialist, Program Financial Analyst and Manager, Project Financial Analyst and Manager, Sponsored Programs Manager, University Commitment Office.
CR-FIN Find Supplier Payment Status	New columns have been added to the CR-FIN Find Supplier Payment Status: Supplier Invoice Request Number and PO Number.	This report is available to the following Security Groups: Commitment Office, Cost Center Approver, Cost Center Financial Analyst, Cost Center Manager, Finance Auditor, Function Financial Analyst, Fund Financial Analyst, Fund Manager, Gift Financial Analyst, Gift Manager, Grant Approver, Grant Financial Analyst, Grant Manager, Implementers, Principal Investigator, Program Financial Analyst, Program Manager, Project Financial Analyst, Project Manager, Specialty Financial Analyst, University Commitment Office.

# Office of University Compliance & Ethics



The Saint Louis University Integrity 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 Integrity Hotline at **1-877-525-5669**. Additional information and FAQs regarding the Integrity Hotline can be found at the Office of University Compliance and Ethics homepage:

https://www.slu.edu/compliance-ethics/hotline.php