

## *What's New . . .*

August 2022

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### **Business Managers' Meetings**

The next Business Managers' Meeting is scheduled for Thursday, September 8, 2022, at 9:00 a.m. in Morrissey Hall, 0200 Lecture Hall at 3700 Lindell.

If you would like to present at a future Business Manager Meeting or have suggestions for helpful content, contact [Jessica Winet-Fleer](#). We would love to hear about best practices in your area as others could benefit as well.

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### **Business Services**

#### **Cee Kay Supply Reminder – Dry Ice**

As of August 8, 2022, Cee Kay Supply Inc. will be the University's dry ice provider. Ben Verhagen, our Cee Kay account representative should have reached out to all departments that currently use dry ice, and departments should have completed the attached form. If you have a need for dry ice, please reach out to Ben, who can be reached at [benv@ceekay.com](mailto:benv@ceekay.com). Internally, you can also reach out to Ellen Borowiak at [ellen.borowiak@slu.edu](mailto:ellen.borowiak@slu.edu).

#### **Updated Apple Quote Instructions added to Billiken Buy**

The "How to Order Apple Products" job aid has been updated to include Workday references and instructions on how to submit an RFQ in Billiken Buy and create a purchase requisition from it. Here is a link to this job aid:

#### [How to Order Apple Products](#)

It can also be found on Apple's supplier page in Billiken Buy.

#### **New Dell Account Manager**

Christa Tonic  
Inside Account Manager  
Dell Technologies | NA Commercial Sales, Central  
Office: +1-512-513-0015 | [christa.tonic@dell.com](mailto:christa.tonic@dell.com)

## Central Processing

### Invoice Processing Reminders:

- Give FY23 blanket order numbers to the supplier so they can bill against the new/correct PO number.
- If you are processing a retrofit requisition the invoice must be attached - not an order, statement, quote, or estimate.
- Forward invoices to [accountspayable@slu.edu](mailto:accountspayable@slu.edu) for entry.

### Travel & Card Programs Reminders:

**Mileage Reimbursement Rate:** The IRS has announced a mid-year adjustment to the mileage reimbursement rate for 2022. Effective 7/1/22 through 12/31/22, the new rate is 62.5 cents per mile. Mileage reimbursement for the period January 2022 through June 2022 is 58.5 cents per mile.

**Hotel reservations and your new T&E card:** If you have a hotel reservation for a future date that was held on your old T&E card (pre 6/30 card) you may want to contact the hotel and provide your new T&E card account # in order for the hotel to hold the reservation under the new, active T&E card so they do not cancel the reservation.

## ITS

### mySLU Upgrade

This fall, mySLU will be getting a new, modern layout. The current platform has served SLU well for over thirteen years, but with the introduction of Workday and aging technology, the portal has lost functionality and is slowly becoming obsolete.

On August 8<sup>th</sup>, ITS will introduce a simplified and easy-to-navigate mySLU page for all users. This new portal will be hosted on the secure and reliable Okta cloud. The current mySLU.slu.edu URL will be maintained and redirected to the new [auth.slu.edu](https://auth.slu.edu) landing. The login page is the same Okta login page that is currently in use on many other SLU application websites.

What is best about this change? It is already available, and you can start exploring it right now! Click on the [link](#) to check it out. Watch this [page](#) for more communication and how to's coming next week!

## Workday Financials



Questions or Issues with Workday Financials? Contact [wdfinance@slu.edu](mailto:wdfinance@slu.edu)

### Workday Reporting Updates

- **CR - FIN - Report of Transactions - Org**
  - New column for Last Moment Updated – useful at fiscal year-end for reviewing transactions with a June 30 Accounting Date

- **CR - FIN - Find Purchase Order Line and Line Splits for Organization**
- **CR - FIN - Find Requisitions Line and Line Splits for Organization**
  - Updates have been made to these reports to include additional details including supplier item identifier, the correlating requisition/purchase order number, requisitions type, quantity ordered, unit of measure, and unit cost.

### **Workday Accounting Structure Updates**

- **New Cost Center Hierarchies**
  - **S01 School of Social Work (Superior is E30 Provost CCH)**
  - **S01-1 School of Social Work Operational (Superior is S01 CCH)**
  - **S01-2 School of Social Work Instructional (Superior is S01 CCH)**
- **Change to Name of Existing Cost Center Hierarchies (names are not final)**
  - **S08 Parks College to School of Science and Engineering**
  - **S08-1 Parks College Operational to School of Science and Engineering Operational**
  - **S08-2 Parks College Instructional to School of Science and Engineering Instructional**
- **Change to Existing Cost Centers**
  - **D007-1 SSW-General**
    - Moved from D007 Social Work / S11-2SW CPHSJ-Social Work to **S01-1**
  - **D007-2 SSW-Social Work**
    - Moved from D007/S11-2SW to **S01-2**
  - **D007-3 SSW-Criminology & Criminal Justice**
    - Moved from D007/S11-2SW to **S01-2**
  - **D007-4 SSW-Urban Planning & Development**
    - Moved from D007/S11-2SW to **S01-2**
  - **D007-5 SSW-Applied Behavioral Analysis**
    - Moved from D007/S11-2SW to **S01-2**
  - **D078 Chemistry**
    - Moved from S02-2 Arts and Sciences Instructional to **S08-2**
  - **D130 Computer Science**
    - Moved from S02-2 to **S08-2**
  - **D150 Earth & Atmospheric Sciences**
    - Moved from S02-2 to **S08-2**
  - **D574 Physics**
    - Moved from S02-2 to **S08-2**

- **Other**

- See **Crosswalk: Financial Reports** in the Workday Job Aid & Video Library for a listing of useful reports.

## **Office of 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. See attached link: <https://www.slu.edu/compliance-ethics/hotline.php>.

# WELCOME TO CK SUPPLY!

Dry Ice Pellets or Ice Lbs. per delivery:

Department name:

Street Address:

Building name:

Floor #, Room#:

Contact name:

A) Phone # to text:

B) Phone # to call:

We look forward to fulfilling your Dry Ice needs!

Orders contact:

Sarah Scott [sScott@CKsupply.com](mailto:sScott@CKsupply.com) 314-644-3500 x1106



**CUSTOMER PORTAL** ▶ SIGN UP NOW

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> 24/7 ONLINE ORDERING | <input type="checkbox"/> ACCOUNT BALANCES  | <input type="checkbox"/> REORDER ITEMS              |
| <input type="checkbox"/> INVOICES             | <input type="checkbox"/> CREDIT MEMOS      | <input type="checkbox"/> REVIEW OPEN ORDERS         |
| <input type="checkbox"/> ORDER HISTORY        | <input type="checkbox"/> CYLINDER BALANCES | <input type="checkbox"/> PAY BILLS WITH CREDIT CARD |

Account Management contact:

Ben Verhagen [bVerhagen@CKsupply.com](mailto:bVerhagen@CKsupply.com) 314-644-3500 x1126