

## *What's New . . .*

March 2023

---

### **Business Managers' Meetings**

The next Business Managers' Meeting is scheduled for Thursday, March 9, 2023, at 9:00 a.m. in Busch Student Center, 251A, located at 20 N. Grand Blvd, St. Louis, MO 63103. The agenda is attached.

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.

---

### **Financial Planning & Budget**

- **Welcome Etta Madura to the Budget Team!**

Etta has been with SLU for a year and a half, most recently with the Chaifetz School of Business. Etta brings fifteen plus years of Business Management/Finance knowledge with her and is excited to be joining the Financial Planning and Budget department as a Financial Analyst II.

- **FY24 Budget**

The FY24 budget bases, workbooks, guidelines, and any supporting schedules will be distributed soon. We are waiting on decisions from senior administration on some items, particularly regarding distribution of the compensation pool. Our apologies for the delay. A Budget Refresher course to walk through completing the FY24 budget will be scheduled once the reports are available.

### **Business Services**

- **Updated Business Services & CPC Contact List**

Updates have been made to the Business Services & CPC contact list to accommodate recent changes in these departments. The contact list is attached and also available on the Business & Finance Documents and Forms page linked [here](#).

- **New Quote Feature for MidSci**

MidSci is excited to announce that they now have a quote retrieval function available in their punchout in Billiken Buy. Please see the attached tutorial for further information. If you have questions about your quote, contact Charlene Laughlin at 314-471-9245 or [charlene.laughlin@midsci.com](mailto:charlene.laughlin@midsci.com). If you experience issues with Billiken Buy or the quote retrieval function, please contact [billikenbuyadmin@slu.edu](mailto:billikenbuyadmin@slu.edu).

Hitting the road on SLU business travel in 2023?

Enterprise Rent-A-Car and National Car Rental are the preferred rental car providers for SLU travelers. With over 8,000 locations worldwide, Enterprise is there when you need them!

### ***Emerald Club - National Car Rental***

Designed to make your car rental experience faster and more convenient, enroll today to start enjoying special privileges reserved only for members:

<https://www.nationalcar.com/enroll/XZ01333>

**Emerald Club Member Services may be reached at 800-962-7070.**

- **Accounts Payable Reminder**
  - When submitting an invoice in Workday for processing and the invoice does not have an invoice # listed, please enter the invoice # as the date and use the date format of MMDDYYYY. For example, 02012023 is used for February 1, 2023.

## **Human Resources**

### **Training & Development**

- **Business Manager Programming**
  - **Customer Contracts and Invoicing Policies and Procedures**
    - March 23, 2023, 9:00-10:00 am
    - Krista Weik, Assistant Controller & Tracy Norbury - Business Manager III
    - Registration Link:
      - In this session, Krista Weik, Assistant Controller, and Tracy Norbury, Business Manager, will discuss contracts and the invoicing process within Workday.
      - You may click [here](#) to register for this Zoom webinar.
  - *You can view previous training by clicking [here](#).*

### **E-Waste Collection Day**

- Facilities Services will host a collection March 22, 2023, from 7:00 am to 2:00 pm on the Il Monastero parking lot at 3050 Olive Street.
  - Click [here](#) to read more details.
  - Some items may incur a cost. Please see the flier or visit <https://mrcrecycling.net/recycling-fees>.
  - Further questions? Please contact [Elizabeth Schwartz](#) or [Keith McCune](#).

- March 16: [Succeed at Work: Strategies for Working Couples](#) This webinar discusses how to successfully manage family and work responsibilities. We will cover the advantages/challenges of dual-earner relationships, how to develop a work/life plan and strategies for combining career and work.
- March 22: [Confident Parenting: Summer Planning for Families](#) This webinar covers helping children to be proud of their heritage, introducing children to other cultures, religions and races, answering tough questions, protecting them from discrimination and how to be a good role model.
- March 23: [Your Healthy Lifestyle: Green Tips for the Home](#) Learn the ecological and economic benefits of going green. This webinar provides concrete methods to make our homes greener, saving both money and the environment.
- March 24: [Breathing Techniques To Relieve Stress & Improve Health](#) Breathwork can reduce anxiety, encourage sleep, and improve health. Participants will try multiple breathing techniques, along with a discussion of inspirational breathing.
- March 31: [Moving Through Grief and Loss](#) Coping with the loss of a loved one can be an emotionally trying experience. Whether it's a parent, co-worker, friend or relative, the reality of losing someone close to you can feel overwhelming. This workshop will help you understand, identify, and accept your feelings as well as provide you with coping techniques to help you through the grieving process.

## Workday Financials



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

### Workday Accounting Structure Updates

- **New Internal Service Providers**
  - **Mission & Identity**
  - **Open Source with SLU**
- **New Ledger Account**
  - **1202 Other Prepays**
- **Change to Ledger Account Name**
  - **1200 Prepaid Expenditures to Workday Generated Prepaid Expenditures**
- **Change to Spend Category Name**
  - **Grant Publication Fees (SC50009) to Publication Fees**
- **Other**
  - **See Crosswalk: Financial Reports** in the Workday Job Aid & Video Library for a listing of useful reports.

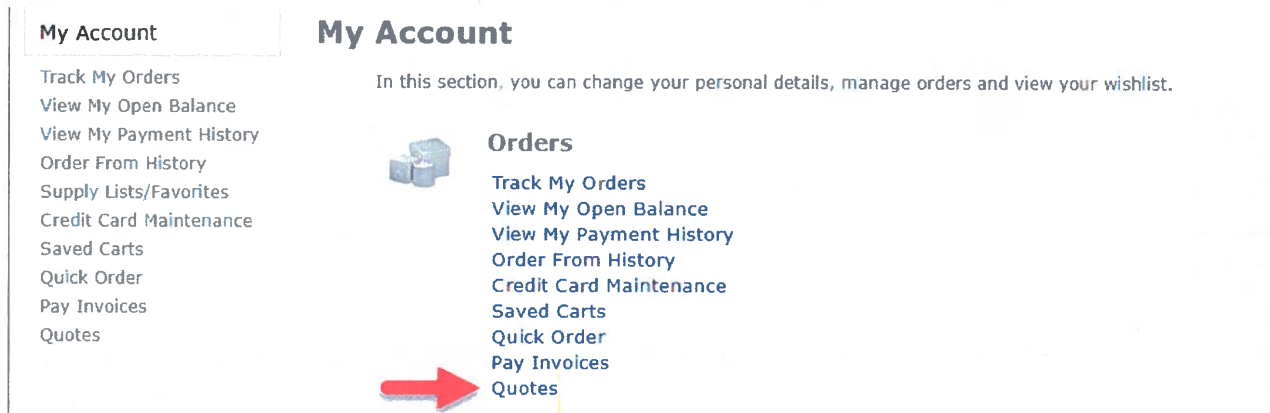
<b>BUSINESS SERVICES - Category/Vendor</b>	<b>Contact Names</b>	<b>Contact #</b>	<b>Email</b>
Absopure	Andrew Chism	Phone: 314-977-6890	<a href="mailto:andrew.chism@slu.edu">andrew.chism@slu.edu</a>
Airgas	Mary Lynn Thompson	Phone: 314-977-5815	<a href="mailto:marylynn.thompson@slu.edu">marylynn.thompson@slu.edu</a>
Arch Express	Andrew Chism	Phone: 314-977-6890	<a href="mailto:andrew.chism@slu.edu">andrew.chism@slu.edu</a>
Auxiliary Services	Andrew Chism	Phone: 314-977-6890	<a href="mailto:andrew.chism@slu.edu">andrew.chism@slu.edu</a>
Amazon Business	Anne Becker	Phone: 314-977-1455	<a href="mailto:andrew.chism@slu.edu">andrew.chism@slu.edu</a>
Bender Graphics	Andrew Chism	Phone: 314-977-6890	<a href="mailto:andrew.chism@slu.edu">andrew.chism@slu.edu</a>
<b>Billiken Buy/Unimarket</b>	<b>Anne Becker</b>	<b>Phone: 314-977-1455</b>	<a href="mailto:anne.becker@slu.edu">anne.becker@slu.edu</a>
Catering	Ellen Borowiak	Phone: 314-977-7045	<a href="mailto:ellen.borowiak@slu.edu">ellen.borowiak@slu.edu</a>
CDW-G	Andrew Chism	Phone: 314-977-6890	<a href="mailto:andrew.chism@slu.edu">andrew.chism@slu.edu</a>
Cintas Uniforms	Andrew Chism	Phone: 314-977-6890	<a href="mailto:andrew.chism@slu.edu">andrew.chism@slu.edu</a>
Clean Uniform	Mary Lynn Thompson	Phone: 314-977-5815	<a href="mailto:marylynn.thompson@slu.edu">marylynn.thompson@slu.edu</a>
Clinical Supplies and Equipment	Mary Lynn Thompson	Phone: 314-977-5815	<a href="mailto:marylynn.thompson@slu.edu">marylynn.thompson@slu.edu</a>
Community Coffee	Andrew Chism	Phone: 314-977-6890	<a href="mailto:andrew.chism@slu.edu">andrew.chism@slu.edu</a>
Credit applications for new vendors	By Vendor Category		
FedEx Office	Andrew Chism	Phone: 314-977-6890	<a href="mailto:andrew.chism@slu.edu">andrew.chism@slu.edu</a>
FedEx Shipping	Lynn Woolfolk	Phone: 314-977-7128	<a href="mailto:lynn.woolfolk@slu.edu">lynn.woolfolk@slu.edu</a>
Grant P-Card Transaction Declines	Mary Lynn Thompson	Phone: 314-977-5815	<a href="mailto:marylynn.thompson@slu.edu">marylynn.thompson@slu.edu</a>
Hotels	Ellen Borowiak	Phone: 314-977-7045	<a href="mailto:Ellen.borowiak@slu.edu">Ellen.borowiak@slu.edu</a>
ITS	Andrew Chism	Phone: 314-977-6890	<a href="mailto:andrew.chism@slu.edu">andrew.chism@slu.edu</a>
Medical Transcription	Mary Lynn Thompson	Phone: 314-977-5815	<a href="mailto:marylynn.thompson@slu.edu">marylynn.thompson@slu.edu</a>
Minority Vendor Questions	Ellen Borowiak	Phone: 314-977-7045	<a href="mailto:ellen.borowiak@slu.edu">ellen.borowiak@slu.edu</a>
Office Furniture	Andrew Chism	Phone: 314-977-6890	<a href="mailto:andrew.chism@slu.edu">andrew.chism@slu.edu</a>
Optum (Coding Books)	Mary Lynn Thompson	Phone: 314-977-5815	<a href="mailto:marylynn.thompson@slu.edu">marylynn.thompson@slu.edu</a>
Pepsi	Andrew Chism	Phone: 314-977-6890	<a href="mailto:andrew.chism@slu.edu">andrew.chism@slu.edu</a>
Pharmaceuticals	Mary Lynn Thompson	Phone: 314-977-5815	<a href="mailto:marylynn.thompson@slu.edu">marylynn.thompson@slu.edu</a>
Printing	Andrew Chism	Phone: 314-977-6890	<a href="mailto:andrew.chism@slu.edu">andrew.chism@slu.edu</a>
Promotional Items	Andrew Chism	Phone: 314-977-6890	<a href="mailto:andrew.chism@slu.edu">andrew.chism@slu.edu</a>
Relocation	Mary Lynn Thompson	Phone: 314-977-5815	<a href="mailto:marylynn.thompson@slu.edu">marylynn.thompson@slu.edu</a>
Research Supplies and Equipment	Mary Lynn Thompson	Phone: 314-977-5815	<a href="mailto:marylynn.thompson@slu.edu">marylynn.thompson@slu.edu</a>
Ronnooco Coffee	Andrew Chism	Phone: 314-977-6890	<a href="mailto:andrew.chism@slu.edu">andrew.chism@slu.edu</a>
Sam's Club - PCARD ONLY VENDOR	Ellen Borowiak	Phone: 314-977-7045	<a href="mailto:ellen.borowiak@slu.edu">ellen.borowiak@slu.edu</a>
Shred-It	Andrew Chism	Phone: 314-977-6890	<a href="mailto:andrew.chism@slu.edu">andrew.chism@slu.edu</a>
Specialty Underwriters	Mary Lynn Thompson	Phone: 314-977-5815	<a href="mailto:marylynn.thompson@slu.edu">marylynn.thompson@slu.edu</a>
St. Louis Record Center	Mary Lynn Thompson	Phone: 314-977-5815	<a href="mailto:marylynn.thompson@slu.edu">marylynn.thompson@slu.edu</a>
Staples	Andrew Chism	Phone: 314-977-6890	<a href="mailto:andrew.chism@slu.edu">andrew.chism@slu.edu</a>
Stericycle	Mary Lynn Thompson	Phone: 314-977-5815	<a href="mailto:marylynn.thompson@slu.edu">marylynn.thompson@slu.edu</a>
Vendor Access to Doisy Research Center	Mary Lynn Thompson	Phone: 314-977-5815	<a href="mailto:marylynn.thompson@slu.edu">marylynn.thompson@slu.edu</a>
Xerox	Andrew Chism	Phone: 314-977-6890	<a href="mailto:andrew.chism@slu.edu">andrew.chism@slu.edu</a>
Workday Procurement	Anne Becker	Phone: 314-977-1455	<a href="mailto:anne.becker@slu.edu">anne.becker@slu.edu</a>
<b>CPC -</b>	<b>Contact Email</b>		
Spend Categories	<a href="mailto:accountspayable@slu.edu">accountspayable@slu.edu</a>		
Master Vendor Form	<a href="mailto:supplieraccounts@slu.edu">supplieraccounts@slu.edu</a>		
Supplier Set up	<a href="mailto:supplieraccounts@slu.edu">supplieraccounts@slu.edu</a>		
Invoices (Current)	<a href="mailto:accountspayable@slu.edu">accountspayable@slu.edu</a>		
Invoices (Problem & Past Due)	<a href="mailto:accountspayable@slu.edu">accountspayable@slu.edu</a>		
Requisition	<a href="mailto:accountspayable@slu.edu">accountspayable@slu.edu</a>		
Concur Travel & Expense	<a href="mailto:univtravel@slu.edu">univtravel@slu.edu</a>		
P-Cards and T & E Cards	<a href="mailto:cardprograms@slu.edu">cardprograms@slu.edu</a>		
Gift Cards	<a href="mailto:accountspayable@slu.edu">accountspayable@slu.edu</a>		

## MidSci Quote Retrieval Instructions

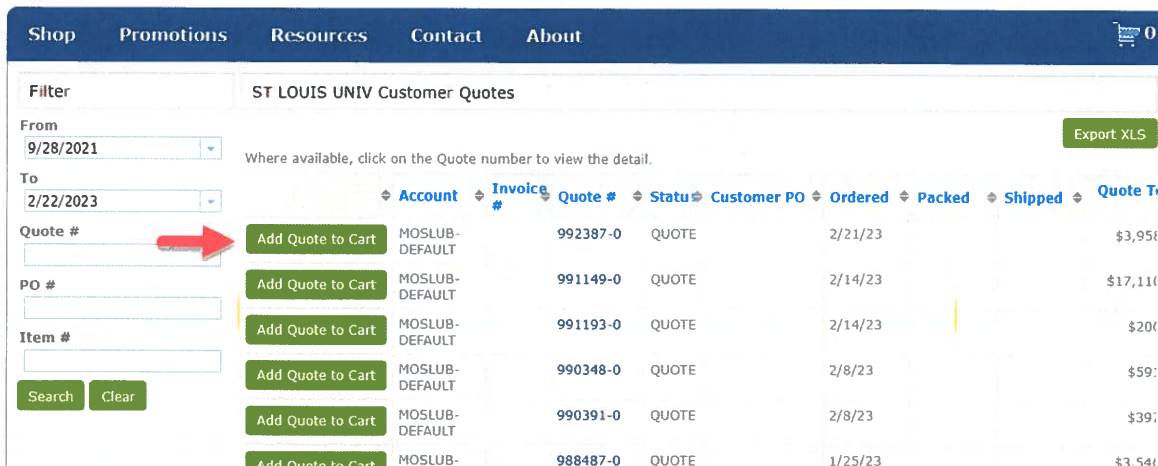
1. Navigate to Billiken Buy using the "Create Requisition" task in Workday.
2. Punchout to Midsci catalog.
3. Click on "My Account" at the top of the homepage.



4. Under the "Orders" tab, click on "Quotes".



5. On left hand side, filter by "Date" or "Quote #" (the most recent quotes will appear at the top). Your quote number should be referenced on the quote attachment sent to you by MidSci.
6. You may add items to your shopping cart using either of these options:
  - a. Click on "Add Quote to Cart" box to the left of your quote.





8. Select "Proceed with Checkout".

1 Review Cart

Items in your cart

Make any changes below? [Update](#)

<input type="checkbox"/>	PR1MA 0.1 mL x 96 semi-Skirted Fast Type PCR Plate A1 Cut Item #: PR-PCR2196F Pricing from quote #: 992387	1 14.00	\$24.44 ( \$24.44 EA )
<input type="checkbox"/>	Tornado Tubes, 50 mL, Conical, PP, Sterile, Racked, Item #: C50R Pricing from quote #: 992387	2 124.00	\$290.00 ( \$145.00 EA )
<input type="checkbox"/>	ThermalSeal RT2 Film, qPCR, Optically Clear, 50uM, Item #: TS-RT2-100 Pricing from quote #: 992387	2 3.00	\$310.00 ( \$155.00 EA )

**Total: \$624.44**

[Continue Shopping](#) [Save Cart](#) [Proceed with checkout](#)

9. Select "Transmit to Punchout Provider".

The order below is ready to be transmitted to the Punchout Provider. Please click the Transmit To Punchout Provider button to finalize the order, or press Cancel Order to cancel your punchout session.

**Order Number: 577610**

Qty	Item #	Description	Price	Total Line
1.00	PR-PCR2196F	PR1MA 0.1 mL x 96 semi-Skirted	24.44	24.44
2.00	C50R	Tornado Tubes, 50 mL, Conical,	145.00	290.00
2.00	TS-RT2-100	ThermalSeal RT2 Film,	155.00	310.00

[Car](#) [Transmit to Punchout Provider](#)

10. Your shopping cart will then be returned to Billiken Buy where you can select "Checkout" to return it to Workday to complete the purchase requisition.

Other Important Considerations:

- The number reflected underneath the quantity added is how many of that item are in stock, not pricing.
- You may remove items from your shopping cart by clicking on the red x next to each line item in your shopping cart:

Make any changes below? [Update](#)

<input type="checkbox"/>	Alphapette 0.1-2ul Item #: A-2 Pricing from quote #: 991149	1 115.00	\$225.00 ( \$225.00 EA )
<input type="checkbox"/>	Alphapette 0.1-2ul, free with purchase	1	\$0.00

- An additional 2% discount has now been added to the quoted price.
- Shipping and Handling should be \$0 unless specifically quoted. If an item that you are ordering does include a freight charge, it will be on the quote as an estimated charge but will not be added to your shopping cart with the items. The final freight charge will be included on the invoice MidSci sends and should not cause any issues with billing.

\*\*\* Contact Charlene Laughlin at 314-471-9245 or [charlene.laughlin@midsci.com](mailto:charlene.laughlin@midsci.com) with any questions about your quote. If experiencing issues with Billiken Buy or the quote retrieval function, please contact [billikenbuyadmin@slu.edu](mailto:billikenbuyadmin@slu.edu).



## NEW Technology Solutions for Saint Louis University

At Staples, we know that work is always evolving. Therefore, we know it's important to ensure you have access to a wide assortment of technology products with market-aggressive pricing.

**Did you know?** Staples Shopping Lists make it easy to order and reorder the supplies you need most often.

Designed just for you, use the **SLU Preferred Technology Items** Shopping List before searching the entire Staples catalog to get quick access to everyday tools that help keep you connected and productive in your daily work life.

**Access your customized shopping list on Billiken Buy using these three simple steps.**

### Step 1

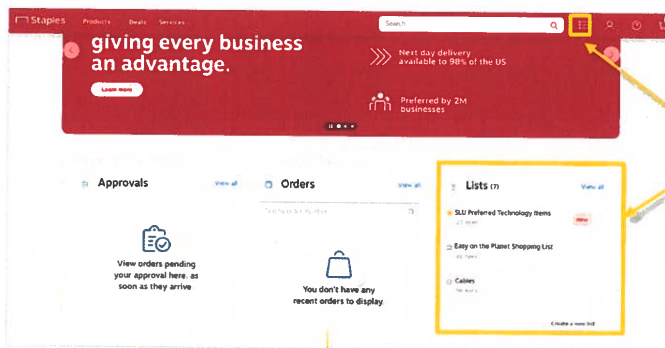
Log in to your account.

### Step 2

Go to My Lists.

### Step 3

Find the new items on the **SLU Preferred Technology Items** Shopping List.



**Search Shopping Lists**

**Visit Billiken Buy to view the assortment and purchase.**

**Questions?** Contact your Staples Key Account Manager, Jeff Hirsch, at [Jeff.Hirsch@Staples.com](mailto:Jeff.Hirsch@Staples.com) or your Inside Key Account Manager at [Diana.Albrecht@staples.com](mailto:Diana.Albrecht@staples.com).