

What's New . . .

April 2023

Business Managers' Meetings

The next Business Managers' Meeting is scheduled for September 7, 2023, at 9:00 a.m. in Il Monastero Banquet Center, 251A, located at 3050 Olive St, St Louis, MO 63103.

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

The March 2023 [Business Manager Meeting Recording](#) has been posted to the Business and Finance Website.

Financial Planning & Budget

Decisions regarding the University's FY24 budget, including allocations for compensation, are being finalized this week. Accordingly, during the week of April 10th, we will issue the budget bases, workbooks, supporting schedule, and guidelines. A Budget Refresher course will be recorded and available in Workday Learning. The due date for your budget materials will be May 19th, which will provide time for the budgets and salaries to be loaded for the new fiscal year. We will be available for assistance to ensure deadlines are met.

Controller's Office

Here is a link to the Customer Contracts and Invoicing Policies and Procedures Business Manager Training, if you have not reviewed it yet, please do so at your earliest opportunity.

[https://wd5.myworkday.com/slu/email-universal/inst/17816\\$168/rel-task/2998\\$29489.html](https://wd5.myworkday.com/slu/email-universal/inst/17816$168/rel-task/2998$29489.html)

Business Services

Upcoming Changes to the Copier/Printer Program

As announced at the March Business Manager's meeting, SumnerOne has been selected as the University's new vendor for Copiers and Printers. Business Services will be working with representatives from each division/School on the roll out transition. Questionnaires have been sent to those representatives to gather information about the current print environment. As a friendly reminder, the questionnaires have a due date of March 31st. If you have not already done so, please complete it as soon as possible. For questions about this announcement, please contact Andrew Chism andrew.chism@slu.edu or Jeff Hovey jeffrey.hovey@slu.edu.

Reminder When Dining at Vito's

It has been brought to our attention that Vito's often applies a 20% gratuity to bills for large groups. This gratuity is itemized as a "large party 20%" charge. If this charge is applied to your bill, then an additional tip is not necessary.



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

Workday Accounting Structure Updates

- New Spend Categories
 - Prize/Award Non-SLU Payee (SC50307)
 - Posting to Ledger Account 5107 Purchased Services
 - Transcript Expense -Registrar's Use Only (SC10033)
 - Posting to Ledger Account 1980 Clearing
- **Change to Spend Category Name**
 - **Subcontracts (SC50055) to Sub Award Recipient Payments**
- **Other**
 - **See Crosswalk:** Financial Reports in the Workday Job Aid & Video Library for a listing of useful reports

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 FAQ's 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>