

What's New . . .

November 2024

Business Managers' Meetings

The next Business Managers' Meeting is scheduled for March 2025

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

Sponsored Programs Financial Management

Sponsored Programs Accounting is pleased to announce Harry Menner has joined the Sponsored Programs Financial Management team as a Financial Analyst.

Harry started October 1st and has a wealth of expertise to bring to the financial analyst role after his tenure at Washington University in St. Louis.

Harry enjoys live music and is active in the St. Louis community theater scene. He is very excited to be here at SLU and a part of Sponsored Programs!

Central Processing Center

Central Processing Center Reminders:

2024 Employee Moving Expense Reimbursement Deadline

Employees eligible for 2024 moving expense reimbursements must submit reimbursement requests via Concur or Supplier Invoice Request to the University's Central Processing Center for final approvals on or before Monday, November 25, 2024, in order to meet W-2 reporting deadlines. Any moving expenses submitted after this date will be processed, paid and reported in 2025.

Catering

EZ Cater provides tax exempt food ordering automatically, for to go or delivery orders, with a large variety of restaurants to choose from. SLU's sales tax exemption info is stored on account and ensures you do not get charged sales tax, which the University does not pay or owe since we are sales tax exempt. *See attached flyer for more info.*

Need to know if your supplier is a PO/Billiken Buy supplier in Workday?

View the Workday report; CR FIN Find Suppliers which has been updated to include a column that identifies Billiken Buy/PO suppliers.

Wire Payment Processing

Reminder to submit a completed wire payment form for all non-US payments to suppliers in Workday. Previously completed wire forms or forms on file are not acceptable and a new wire form should be completed with current information for each wire transaction.

Travel Office

Reminder - All international travel requires the approval of the Dean, VP or AVP prior to making travel arrangements.

Workday Financials

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



Workday Reminders:

Customer Accounts - General University Only:

(excludes School of Medicine/Clinical Trials/Grants)

Please **only** select a customer with the related actions icon listed next to the customer's name when creating a customer invoice:

Create Customer Invoice

Invoice Information

Company * ⋮

Bill-To Customer * ✕

Sold-To Customer **Search Results (203)**

Invoice Date * University of Florida ⋮

Invoice Type University of Florida Health ⋮

Bill-To Address University of Missouri Healthcare ⋮

Bill-To Contact University of Portsmouth Higher Education Corporation

Invoice to Rebill University of Iowa Research Foundation ⋮

University of Kentucky Medical Center ⋮

University of Missouri - ECHO Program ⋮

University of Abuja

University of North Texas

University of Missouri - Echo Program - Ped ⋮

Workday Accounting Structure Updates:

New Sales Item:

Entry Fees - Athletics

New Contract Custom Orgs:

AHEAD-SSM-GME
Allied Health
AT&T
Campus Ministry – Sunday Mass Donations
Center for Counseling and Family Therapy
Phantom Pharmaceuticals (Z215)
Fisher Scientific
Student Health Center – Medical Record Fees
Alpha Sigma Nu
Summer at SLU
BNY Pershin Stock Gifts
Room Rental Fees
Executive Master of Intl Business
Doisy College - PA Assistant
Doisy College - Nutrition & Dietetics
Doisy College - Clinical Health Science
School of Education
Center for Counseling & Family Therapy
Pius Library
School of Social Work
Chaifetz Center for Entrepreneurship
Center for Supply Chain Excellence
Gateway Geriatric Education Center
Student Health Insurance
SLU SOM Alpha Omega
School of Science & Engineering - Tool kits
Sodexo – Sustainability Fund
Boeing Institute of International Business
Testing Center
GME – ACLS, PALS, & BLS Training
Helper Helper
Verizon Lease
Guth Estate
Kay Estate
Misc Dividend Income

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
<p>CR-FIN Data Audit Grant Budget/Expenditure</p>	<p>This report has been enabled for Worksheets.</p>	<p>This report is available to the following security groups: Award Analyst, Award Billing Specialist, Award Contract Analyst, Award Contract Specialist, Award Specialist, Award Task Analyst, Conflict of Interest Approver, Controller, Cost Center Approvers, Cost Center Financial Analyst, Cost Center Manager, Finance Auditor, Function Financial Analyst, Fund 32 Grant Manager, Fund Financial Analyst, Fund Manager, Gift Financial Analyst, Gift Manager, Grant Approvers, Grant Approver E40, Grant Billing Specialist, Grant Financial Analyst, Grant Manager, Lead Principal Investigator, Location Hierarchy Financial Analyst, Location Hierarchy Manager, Management Chain, Manager, Multiple Principal Investigator, Payroll Partner, Pre-Award Specialist, Principal Investigator, Program Financial Analyst, Program Manager, Program Financial Analyst, Project Financial Analyst, Project Manager, Region Costing Manager, Specialty Financial Analyst, Sponsored Programs Manager, University Commitment Office.</p>
<p>CR – FIN Prepayment Balance for Awards - Worksheets</p>	<p>This report has been enabled for Worksheets.</p>	<p>This report is available to the following security groups: Accounting Manager, Award</p>

		<p>Analyst, Award Approver, Award Billing Specialist, Award Contract Specialist, Award Contract Analyst, Award Specialist, Award Task Analyst, Conflict of Interest Approver, Controller, Cost Center Approver, Cost Center Financial Analyst, Cost Center Manager, Director of Sponsored Programs, Finance Analyst, Finance Auditor, Finance Executive, Function Financial Analyst, Fund 32 Grant Manager, Fund Financial Analyst, Fund Manager, Gift Financial Analyst, Gift Manager, Grant Approver, Grant Billing Specialist, Grant Budget Specialist, Grant Financial Analyst, Grant Manager, Implementers, Lead Principal Investigator, Location Hierarchy Manager, Management Chain, Manager, Multiple Principal Investigator, Payroll Partner, Pre-Award Specialist, Principal Investigator, Program Financial Analyst, Program Manager, Project Financial Analyst, Project Manager, Region Costing Manager and Analyst, Specialty Financial Analyst, Sponsored Programs Manager, University Commitment Office.</p>
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Business Services

Billiken Buy – PO Supplier Request Process Change

The PO Supplier Request Form in Billiken Buy has been updated.

What's Changed?

Supplier Requests no longer need to be assigned to an individual person in Business Services. We have updated the Workday Job Aid to reflect this change. A link to the job aid can be found here: [Request Supplier In Billiken Buy](#)

We also added reminders for suppliers completing Banking or Insurance information in their Unimarket supplier profiles. Please note:

- Workday is our System of Record for supplier banking information. Suppliers should refrain from completing the banking information in their Unimarket profile. Supplier Accounts will reach out to them to obtain banking details prior to connecting them in Workday and Billiken Buy.
- Suppliers can choose to complete a Certificate of Insurance (COI) in their Unimarket profile, although it is not a required field. If a supplier does complete a COI, Risk Management and Insurance will be notified and can view the insurance information in the supplier's record.

If a supplier has questions about the registration process, please engage your Business Services contact and billikenbuyadmin@slu.edu.

Lowe's Punchout

Due to ongoing billing and service issues, we have removed the Lowe's punchout from our marketplace in Billiken Buy. Orders can still be placed in-store on ship-to accounts already established or with your department P-card.

If you need to order appliances, we recommend looking at the following suppliers:

- Grainger: They have a punchout in Billiken Buy. They offer fast shipping for in-stock items and have competitive pricing.
- New Market Hardware: They are a local, non-catalog supplier that has provided goods to Saint Louis University for decades. They sell new and refurbished appliances. Reach out to Steve at New Market Hardware for a quote: newmarkethardware@sbcglobal.net. They can include delivery and haul-away pricing with the appliance quote and will coordinate the delivery time upon receipt of a purchase order.

Please email anne.becker@slu.edu with questions.

DRC Consignment Closet – Updated Purchasing Guidelines

Intact Genomics Inc is a new supplier selling products in the DRC Consignment Closet. At this point in time, they do not have a catalog in Billiken Buy; however, they may develop one in the future. As of right now, departments can get their products in the consignment closet or by ordering directly from the vendor with a non-catalog purchase order or their P-Card.

The purchasing guidelines for the DRC Consignment Closet have been updated. They can be found [here](#), as well as the supplier pages in Billiken Buy.

Agiloft Updates

The Agiloft team will be updating Agiloft on October 25th to refine the intake process, with the goal of ensuring proper review of contracts at the time of submission. Job aids for Agiloft, including this notice, can be found on the Agiloft FAQ table, on the Agiloft homepage.

Below is the list of highlighted changes to expect after the upgrades go into place on October 25th.

Software Contract Type

Due to regulatory changes, cyber insurance requirements and audits, all software purchases require review by the Information Security team. To ensure that InfoSec is queued, a new “Software” contract type, under the “Purchase Agreement” contract category has been added to Agiloft. **When you have a software agreement, including a renewal, please select the Software contract type. If you are making a purchase of equipment that has a software component, please enter this into Agiloft using the “Software” contract type.** Using this contract type will expedite the review process, by eliminating the need to add InfoSec as a review team later in the process.

Software agreements can be associated with the use or purchase of a product, website or service and may include click-thru agreements and quotes. Please enter all agreements into Agiloft prior to commencing the requisition process.

For questions about the InfoSec review process, please reach out to Keith Hacke at keith.hacke@health.slu.edu.

OGC Intake Questions

The Intake questions developed by OGC have been streamlined. The new questions account for the fact that OGC does not need to review unedited SLU templates, amendments or renewals to an active agreement with no changes to legal terms or agreements related to hotels, catering or car rentals.

For questions about the OGC review process, please reach out to Cari Hawthorne at cari.hawthorne@slu.edu.

Agiloft Issues after Upgrade

While we do not anticipate any issues, if you experience any, please contact the following

- University Contracting- Agiloftsupport@slu.edu
- Research Contracting- contracts@slu.edu

Additional Assistance

Agiloft Admins will be holding office hours on Wednesday mornings from 9am-10am, from October 16th to the end of the year. The Teams link to drop in can be found [here](#).

Printer Update

The transition to our new copier provider SumnerOne is nearly complete. The project is at a stage where the universal setting for printing was set to black and white on Wednesday, October 30. If you have a need to print in color, these [instructions](#) will walk you through that process.

Follow-up questions should be directed to jessica.winETFleer@slu.edu.

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 on the Office of University Compliance and Ethics homepage:

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