Business & Finance Division

What's New . . .

September 2022

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. The Lindell basement entrance is near the meeting room.

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 Brian McClure to the Budget Team!

Brian started his SLU career in 2015 for the Internal Medicine Administration Division at SLUCare as a Financial Analyst. During his time, he was promoted to Business Manager for the Divisions of Gastroenterology and Hepatology, Geriatrics, and Rheumatology. He is excited about his recent move to the Financial Planning & Budget Department as a Financial Analyst III! He has thoroughly enjoyed his time at SLU and looks forward to collaborating with his new team.

Business Services

Staples – New Account Managers
Jeff Hirsch
Phone: 314.258.4737
Email: Jeff.Hirsch@staples.com

Rannie Williamson
Phone: 803.333.8319
Email: rannie.williamson@staples.com
***** Rannie is the primary contact at Staples for departments**

Dell Punchout Update
Dell has added a customization feature to their punchout catalog in Billiken Buy. This feature allows departments to customize our current standards to meet their specific needs without requiring a custom quote. Please note that our Billiken Buy catalog has predetermined laptops based on cost, serviceability, and quality. These standards are updated regularly and monitored by ITS.

We encourage departments to order the standards in our punchout and/or use the customization feature, if needed. For additional questions on how to use the customization feature or for special quote requests, please reach out to Andrew Chism in Business Services at Andrew.chism@slu.edu.

Reminder: Christa Tonic is our new Inside Sales Rep at Dell. Her email address is christa.tonic@dell.com.

Workday Procurement Training

As departments hire new employees and/or purchasing duties change within a department, we encourage Workday Finance users to review the Workday Procurement job aids available on demand in the Workday job aid library. If additional training is needed, please reach out to Anne Becker at anne.becker@slu.edu.

Amazon Business

Due to ongoing delivery issues across campus, we encourage departments to order goods from other preferred suppliers in the Billiken Buy marketplace when possible. We have escalated the issues within Amazon Business and hope to find resolution soon. If your department needs assistance in finding alternative suppliers for goods, please reach out to your contact in Business Services.

ITS

Information Technology Services (ITS) is excited to announce a new electronic intake process for technology project requests. Once ITS receives the submitted and approved ITS Project Request Form, a member of the ITS Project Management team (PMO) will reach out to the submitter to clarify any questions before it is routed to key stakeholders inside and outside ITS to evaluate project feasibility, funding, and prioritization.

- **WHERE CAN I FIND THE NEW FORM?** The ITS Project Request form can be found in the ITS Service Catalog via the AskSLU tile in the mySLU portal.

- **WHO CAN USE THE NEW FORM?** The form is available to staff and faculty.
- **HOW LONG WILL IT TAKE TO COMPLETE?** It takes around 15 minutes to complete.
- **WHAT DOES THE FORM ASK?** The form requires basic information about the problem(request) that needs to be solved, potential solutions that have been identified already (if any), and any funding that has been identified.

- **DO I NEED VP OR DEAN APPROVAL?** YES! The form requires the submitter's VP or Dean, who will be asked to sign-off on the project proposal before it is routed to ITS.

- **I'M NOT SURE MY REQUEST IS A PROJECT- CAN I STILL COMPLETE THE FORM?** YES! Once the intake form is received, ITS will review and determine if it is a project - if the request does not qualify as a project - the team will work with the submitter to enter a service ticket to have their request completed.

Detailed instructions for completing the ITS Project Intake form can be found here.

If you have any questions on the new intake process, please contact Leslie Williams, AVP IT Planning and Strategy at leslie.williams@health.slu.edu.

Workday Financials

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

Workday Financials Feature Release (2022R2 Update)

Workday delivers feature release upgrades on a bi-annual basis in both March and September. The feature release is designed to increase functionality and enhance the user experience. The following will provide you with important dates and highlights of the new features that will be available with this release.

New Features and Enhancements

- **Menu –** The *Global Navigation Menu* is now labeled with the word *MENU* along with the hamburger icon in the upper left-hand corner of the Workday Screen.
- **View All Apps –** The *View All Apps* link now opens the Global Navigation Menu where all apps and shortcuts can be accessed.
- **New location for shortcuts -** A new *Shortcuts* tab has been added to the Global Navigation Menu which allows you quick access to your favorite and most used tasks and reports.
- **New "Table View" for Workday reports and tables -** Continuing to improve the accessibility and usability of Workday reports and tables, especially for those who use assistive technologies, Workday will now automatically default to the "Table View" option (originally introduced in the March 2021 release), which spreads report and table results over several easier-to-navigate pages rather than on one result-heavy (scroll-intensive) screen; users will also be able to expand or collapse rows to better control how information is displayed in reports and tables, as well as highlight a row for easier review of data. You can always select "All" in the "Items per page" field at the bottom of a report or table to view all the data on one screen.
- **Supplier Request –** Create Supplier Request can now be *Saved for Later* allowing the initiator to return to the saved supplier request and edit or update the information before submitting.

Feature Release Downtime

Workday will be unavailable for use on Saturday, September 10th from 1:00 a.m. through 5:00 a.m. CST.

Please contact the following for issues related to the Workday Release.

- Finance Issue - wdfinance@slu.edu
- Human Resource Issue – hr@slu.edu
- Workday Product Manager - cherish.hoffman@health.slu.edu

Workday Accounting Structure Updates

- **New Internal Service Providers**
  - **Taylor Geospatial Institute**
  - **AHEAD Institute**

- **New Spend Categories**
  - **TGI Services –** posting to Ledger Account 5120 Inter-Departmental Services

- **Core Services –** posting to Ledger Account 5120 Inter-Departmental Services

- **New Cost Center Hierarchy**
  - D182 VP Student Development CCH (superior is S30 Student Development)

- **New Cost Centers**
  - **D036** GSA (included in S34 Housing & Residence Life)
  - **D333** Billiken Parent and Family Engagement (included in S32 Student Formation)
  - **D777** Billikens First Chapter (included in S32 Student Formation)
  - **D737** Meal Plans/Bonus Flex/Billiken Bucks (included in S36 Student Devel.-Business Admin.)
  - **D182-2** Chief of Staff (included in D182 VP Student Development CCH)
  - **D182-3** AVP Student Wellbeing (included in D182 VP Student Development CCH)
  - **D182-4** AVP Student Engagement (included in D182 VP Student Development CCH)

- **Change to Existing Cost Centers**
  - **D182 Student Development**
    - changed the Reference ID and Code from D182 to **D182-1**
    - moved the Cost Center from S30 Student Development to D182 VP Student Development CCH

- **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.