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March 2025 Business Manager Meeting



Agenda

- Scholarships and Net Tuition Revenue
 - Krista Weik
- Capital Equipment and Project Capitalization Policy
 - Krista Weik
- FY26 Budget & Adaptive
 - Tara Thomason
- International Travel Policy and Gift Card Policy
 - Theresa Leisure
- Asset Management
 - Patrick Forhan
- 2025 Goals & Workday Tutorial
 - Aaron Mesinger
- Customer Accounts (Accounts Receivable)
 - Mike Borawski
- Federal Funding Update
 - Kasi Williamson and Danielle Uy



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Scholarships and Net Tuition Revenue -Krista Weik



Current State

- Schools/Departments have scholarship included in their budget.
- Scholarship is recorded as an expense in Workday.
- Monthly - Business and Finance reclassifies the scholarships to offset/reduce tuition revenue as required by Generally Accepted Accounting Principles (US GAAP) using an institutional-level cost center for the aggregated/consolidated amount (no impact to low-level cost centers/schools)
- US GAAP requires scholarships to be net of tuition revenues – scholarships are not expenses.



Future State

- Scholarships will be budgeted and recorded as a reduction of revenue in Net Tuition Revenue (NTR) as required by GAAP
- This is NOT a budget reduction; strictly a change in where scholarships are shown in the financial statements
- This will create efficiencies in budgeting, accounting and reporting.



Current State – Scholarship Budgeted in Expense

1 items

	Original Budget	Revised Budget	Last Year YTD Actuals	Prior Period YTD Actuals
> 5107:Purchased Services	4,000	4,000	231,881	47,478
> 5108:Subcontracts	0	0	686,972	1,064
> 5109:Advertising	10,000	10,000	31,998	15,961
> 5110:Printing and Duplicating	2,000	2,000	22,993	3,060
> 5111:Promotional Items	2,000	2,000	2,978	0
> 5112:Supplies	2,000	2,000	21,446	2,594
> 5113:Furniture and Equipment	0	0	(9,131)	0
> 5114:Insurance	20,439	20,439	90,987	20,058
> 5115:Rentals	0	0	(30,757)	0
> 5117:Equipment Maintenance	0	0	7,043	0
> 5120:Inter-Departmental Services	0	0	5,828	(66)
> 5122:Scholarship Allowances	1,849,648	1,849,648	1,937,731	756,490

Future State- Scholarship Budgeted in Revenue

51 items

	Original Budget	Revised Budget	Last Year YTD Actuals
Operating Revenues and Other Support	22,996,954	22,996,954	24,673,406
Education and related activities	22,996,954	22,996,954	24,673,406
Tuition and fees, net	22,996,954	22,996,954	21,955,908
Tuition and fees, gross	22,996,954	22,996,954	21,955,908
4000:Tuition	22,996,954	22,996,954	21,943,608
4010:Tuition Discounting	(1,849,648)	(1,849,648)	12,300
Government grants and contracts	0	0	2,151,668
Contributions and private grants	0	0	66,720
Endowment and other investment inc	0	0	170,464
Other	0	0	328,646
Total Operating Revenue and Other Support	22,996,954	22,996,954	24,673,406

Future State- Scholarship Budgeted in Revenue

- This will not change the scholarship dollar amounts – only location. No net impact.
- Provides improved visibility to Business and Finance (and Schools) on the budget to actual and monitoring of Net Tuition Revenue
- Efficiencies for close and budgeting process
- The accounting change will be effective for FY26 budgeting and reporting.
- Please assist with communications – we need your leadership to guide a smooth transition.





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Questions?



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Capital Equipment and Project Capitalization Policy

-Krista Weik

Capital Equipment and Project Capitalization Policy

- New policy is in final review with ULC; drafted in Summer of 2024
- Policy itself is similar; \$5k in order to capitalize
- Yearly Verifications
- Disposals/changes need to be sent to Accounting



Capital Equipment and Project Capitalization Policy

- Most changes were made in the procedures portion
- In prior years, capex could be requested throughout the year; new policy only sudden emergency items may be approved outside of the yearly capital expenditure process
- ALL items need to be requested during Capital Expenditure yearly process



Capital Equipment and Project Capitalization Policy

- Capital requests submitted after the Capex deadline will not be considered until the following fiscal year.
- If a request is needed prior due to an emergent issues the following approvals must be acquired:
 - \$40k - \$100k Director of Budget
 - \$100k - \$250k Controller
 - \$250k - \$1M CFO
 - >\$1M President
 - Additional steps include the prior steps approval. For emergent issues under \$40k, please contact the Budget Office to complete a budget amendment
- Please seek approval before reaching out to Facilities/ IT for pricing
- Once approved, each project must have it's own project assigned in Workday



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Two New Policies: Gift Card Policy & International Travel Policy

-Theresa Leisure

Gift Card Policy Purpose

- Establish a standardized process and governance for procurement and safeguarding of gift cards.
- Ensure the University maintains compliance with all applicable tax laws. Gift cards are considered cash equivalents by the IRS and therefore subject to tax reporting.



Gift Card Policy Statements

- Gift cards are considered a cash equivalent by the IRS and as such are a high-risk item.
- Gift cards require a process of accountability to prevent misuse or theft and to comply with external tax reporting & audit requirements.
- The purchase of gift cards results in the distribution of cash equivalents which are outside of the University's normal controls and procedures.
- Therefore, when a dep't or research area chooses to use gift cards, they must assume some of the accounting and reporting responsibilities normally handled centrally in order to be tax compliant for both 1099 & payroll reporting.



International Travel Policy Purpose

- Provide guidance to SLU international travelers.
- Communicate administrative processes associated with international business travel.
- Protect the health, safety and security of the SLU international traveler while traveling on business.



International Travel Policy Statements

- What constitutes international travel on University business
- International travel registration
- International flight booking
- International travel with University equipment
- Insurance
- International travel restrictions, warnings & suspensions
- Reimbursement





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ASSET MANAGEMENT

-PATRICK FORHAN

PURPOSE OF A YEARLY AUDIT

- Verify that all assets listed in our database actually exist and are accurately recorded.
- Help with discrepancies and irregularities that can be identified and investigated promptly.
- Regulatory requirements regarding the maintenance and reporting of assets.
- Accurate asset records are essential for producing reliable budget numbers.
- Provides insights into the condition and value of assets, helping make informed decisions about their maintenance, replacement, or disposal.

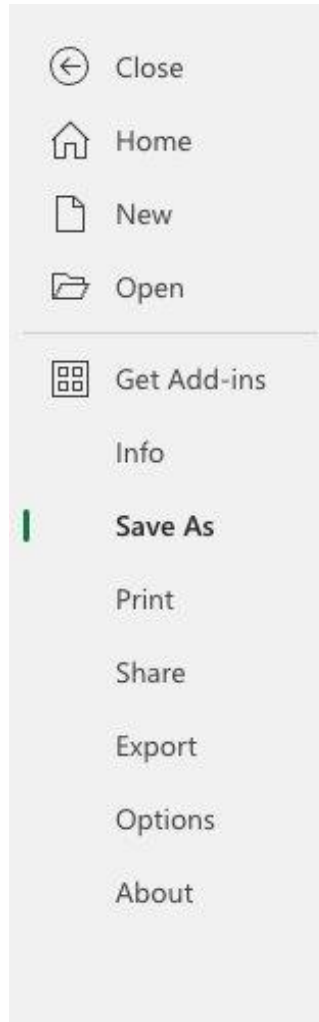
AUDIT PROCESS

- Annually we will provide a spreadsheet to all the business managers.
- We are asking for you to verify the validity of the data shown and provide additional information if possible.
 - Is this a Primary Device or shared machine
 - Does this computer belong to an FTE or Non-FTE
 - and any other notes for context.



COPY THE SPREADSHEET

- We will email all business managers the spreadsheet for them to access.
- Open the “All Active Assets (ONLY Laptop_Desktop)-03-03-2025” Excel spreadsheet.
- Click “File”, then “Save As” and you will see the option to “Download a Copy”.



Save As

-  Save a Copy
Save a copy of this workbook online.
-  Rename
Rename this workbook.

Share

-  Share with People
Invite other people to view or edit this workbook.
-  Copy Link to This Workbook
Create a link to view or edit this workbook.

Download

-  Download a Copy
Download a copy to your computer.
-  Download as ODS
Download a copy of this document to your computer as an ODS file.



FILTERING THE DATA

- Within the spreadsheet, you will be able to filter the spreadsheet by Owning Acct/Department.
- In Column F, you will need to click the drop-down arrow. This will open the filtering menu.
- Once this menu is open, it will allow you to filter the list to just the department(s) you wish to review.

F	G	H	I	Room
Product Model	Owner	Owning Acct/Dept	Location	
Precision 3490	Linghua Xiao	Student Health Center		335-Office
Precision 3490	Linghua Xiao	Student Health Center		335-Office
Precision 3490	Linghua Xiao	Student Health Center		335-Office
Precision 3490	Linghua Xiao	Student Health Center		335-Office
Precision 3490	Linghua Xiao	Student Health Center		335-Office
iMac (24-inch, M1, 2021)	Ani Honarchiansaky	Theological Studies		347-Office
Precision 3460	Istvan Kiss	Chemistry		211-Laboratory
Precision 3460 SFF	Linghua Xiao	Student Health Center		335-Office
Precision 3460 SFF	Linghua Xiao	Student Health Center		335-Office
Latitude 7350	James House	Office of Admission		335-Office
Precision 3591	Ryan Klotz	Enrollment Management		105A-Office
OptiPlex Micro 7020	Jennifer Oppermann	Chaifetz School of Business		145-Lounge
Precision 3591	Madeleine Govia	Enrollment Management		105A-Office
Precision 3460 SFF	Shontae Williams	Chemistry		130-Laboratory
Precision 3460 SFF	Hong Xian	Public Health-Epidemiology & Biostatistics		232-Office - Facu
Precision 3460 SFF		Library-Pius XII Memorial		115-Library - Cir
Precision 5490	Christopher Arnatt	Chemistry		229-Office - Facu
MacBook Air (13-inch, M3, 2024)	Jill Waring	Psychology		2829-Office
MacBook Air (M1, 2020)	Sameersingh Deeljore	VP and CIO		106B-Office
Precision 3460 SFF	Shontae Williams	Chemistry		327-Laboratory
Precision 3490	Beth Collier	1818 Program		150F-Office
Precision 3680	Luigi Dy	Aviation		1046-Laborator
Dell Pro 13 Premium PA13250	Ahmad Moori	Computer Science		114-Laboratory
HP Compaq dc7800 SFF		None		361-Laboratory
HP EliteDesk 800 G1 TWR		None		355-Laboratory
OptiPlex 3070		None		345-Laboratory
Precision 3490	Sameersingh Deeljore	VP and CIO		106B-Office
Precision 3680	Tugce Baser	Civil Engineering	McDonnell Douglas Hall	2045-Office - Facu
Precision 3460 SFF		VP Development	Bannister House	205-Office

Owning Acct/Dept

Sort

Ascending Descending

By color: None

Filter

By color: None

Choose One

Q Search

- (Select All)
- 1818 Program
- Abdominal
- Academic Advising
- Academic Affairs
- Academic Support
- Admin. Adult
- Auto Apply

Apply Filter Clear Filter

WHAT WE NEED FROM YOU

- Primary Device – Is this the users main device?
- Shared Machine – Is this a device that is shared amongst many users, or loaned out when necessary?
- FTE or Non-FTE – Does the device belong to a Full-Time Employee, or a Part-Time/Contractor/Student Worker/Adjunct?
- Notes – Please, provide any notes or extra information about the device if necessary.

Service Tag	Primary Device?	Shared Machine?	FTE or Non-FTE?	Notes
GP78773	No	Yes	Non-FTE	Computer is used as our departments loaner program
FDQ10Z2				
2UA4301NSN				



SUBMITTING THE INFORMATION

- Once you have completed your department(s) audit, all we ask is that you email the copy of the spreadsheet to assetmanagement@health.slu.edu.
- In the body of the email please list the department(s) that have been reviewed in the spreadsheet.
- We ask that you try to complete this audit within 30 days of receiving your email.





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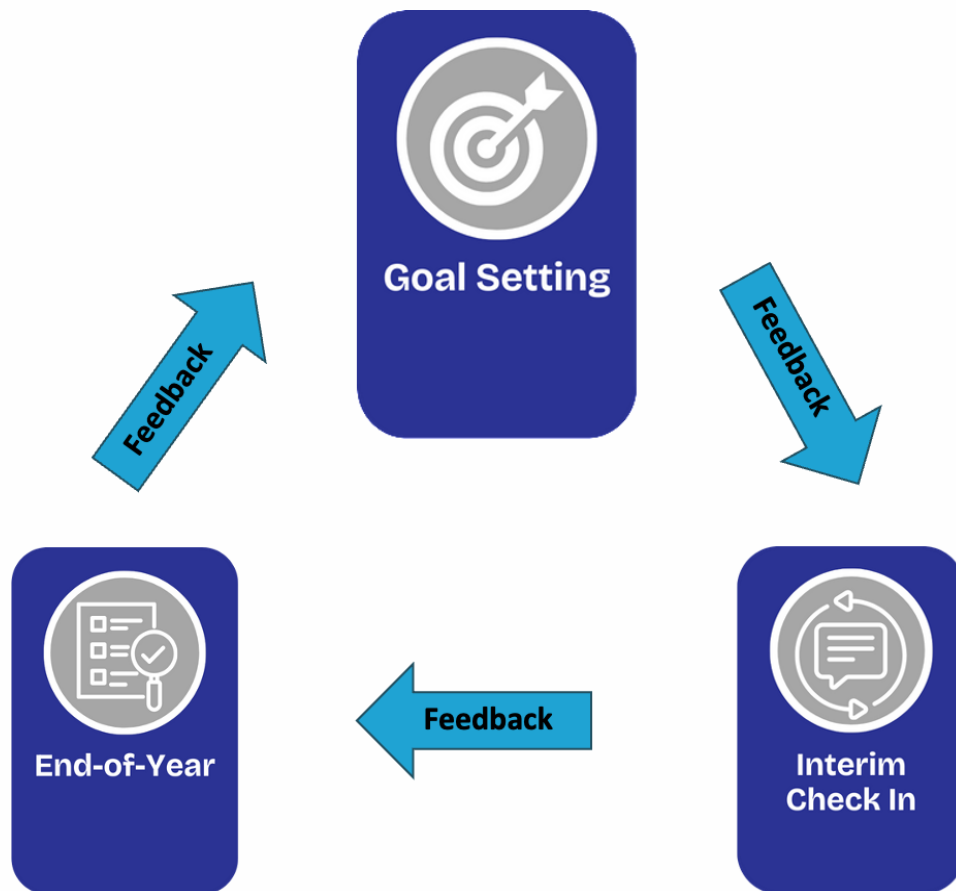


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2025 GOALS

-AARON MENSINGER

PERFORMANCE REVIEW CYCLE



WHY GOALS ARE IMPORTANT FOR EMPLOYEES?

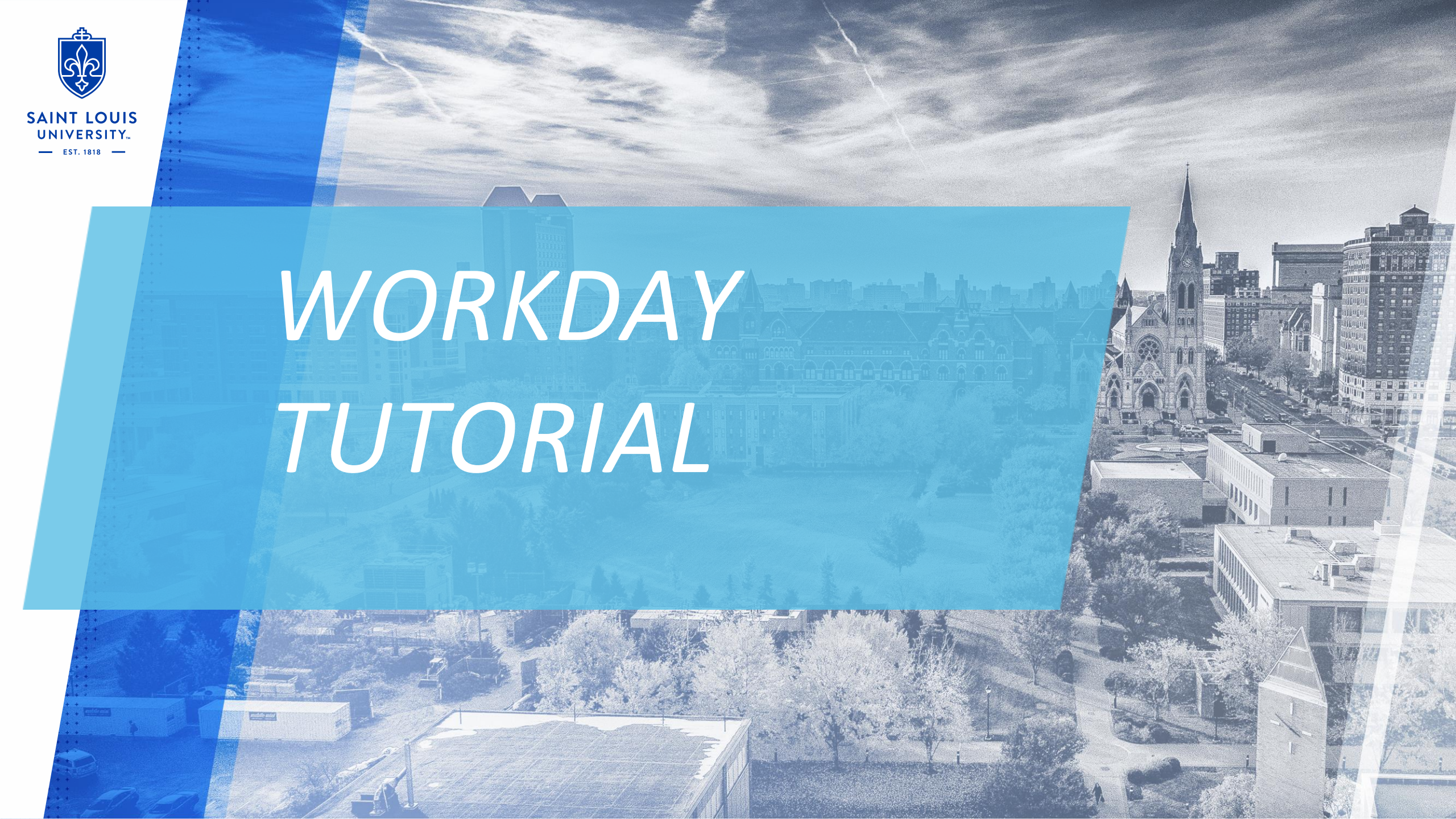
1. Gives Direction and Focus
2. Increases Motivation and Engagement
3. Establishes Accountability
4. Helps Measure Performance
5. Increased Job Satisfaction
6. Supports our Values of Cura Personalis and Cura Apostolica





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WORKDAY TUTORIAL



WHY GOALS ARE IMPORTANT FOR EMPLOYEES?

- Percipio
 - [Skill Benchmark: Goal Setting](#)
 - [Synchronize Goals to Optimize Your Team](#)
 - [AI Simulator: Setting SMART Goals](#)
- SLU Resources
 - [HR Brown Bag: Goal Setting](#)
 - [SMART Goals Worksheet](#)
- Workday Resource
 - [Adding, Updating, Archiving, and Restoring Goals](#)





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Questions?



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Customer Accounts (Accounts Receivable)

Mike Borawski

Agenda

- Customer Accounts Process (Not grant or tuition related)
- Best Practices
- Coming Soon
- Resources




Customer Accounts Process

- Create invoice before payment comes into bank account
- Contract Custom Org (Other Sources or Other Contract-Revenue)
- Responsible for sending and collecting
- Treasury - receive & apply payment
- Invoices that become > 90 days outstanding
- Write off invoices
- Can't get invoice into Workday – Accrue Revenue
- Set up contracts – Review Agiloft then create in Workday



Best Practices

- All invoices are created in Workday 
- Use correct customer
- Copy prior invoice to create new invoice
- Update memo field for transparency in the accounting ledger
- Update line description on invoice & attach PDF support file
- Email invoices within WD – date & time stamped
- Receive payment via ACH – limit collecting checks

Use correct customer

myworkday.com/slu/d/search.html?q=iqvia&state=searchCategory-Revenue

Q iqvia

Simplified Search is Enabled



Top Results

Revenue (77)

Financial Accounting (3)

Tasks and Reports (0)

All Categories

Revenue

[IQVIA](#)
Customer

[IQVIA RDS](#)
Customer

[IQVIA Biotech LLC](#)
Customer

[IQVIA Clinical Trial Payments](#)
Customer

There are four customers



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Use correct customer

Create Customer Invoice

Invoice Information

Company *	<input type="text" value="Saint Louis University"/>
Bill-To Customer *	<input type="text" value="IQVIA"/>
Sold-To Customer	Search Results (5)
Invoice Date *	<input checked="" type="radio"/> IQVIA
Invoice Type	<input type="radio"/> IQVIA RDS
Bill-To Address	<input type="radio"/> IQVIA Biotech LLC
Bill-To Contact	<input type="radio"/> IQVIA Clinical Trial Payments
Invoice to Rebill	

There are five customers



Copy prior invoice to create new invoice

MENU

workday@SLU

Q CINV-00026833

View Customer Invoice CINV-00026833

Invoice Status Approved

Total Invoice Amount
2,200.00 USD

Payment Status Paid

Invoice Information

Company Saint Louis University

Bill-To Customer SSM-SLUcare

Sold-To Customer SSM-SLUcare

Invoice Number CINV-00026833

Invoice Type Saint Louis University

Invoice Date 02/24/2025

Bill-To Address Attn: Jessica Sweeten 1173 Corporate Lake D
63132 United States of America

Actions

- Customer Invoice >
- Accounting >
- Additional Data >
- Favorite >
- Integration IDs >
- Navigate >

Customer Invoice

- Copy
- Create Adjustment
- Add Note
- Add Attachment
- Edit Approved Invoice
- Maintain Dispute
- Maintain Collection
- Maintain Dunning Letter Exclusion
- Print Customer Invoice



Update memo field for transparency in the accounting ledger

Copy Customer Invoice

Invoice Information

Company *

Bill-To Customer *

Sold-To Customer

Invoice Date *

Invoice Type

Bill-To Address

Bill-To Contact

Delivery Type

Delivery Type Origin

Additional Information

From Date

To Date

Billable Project

Payment Terms *

Payment Type

Due Date

Due Date Override

Discount Date

PO Number

Document Link

Memo

Amount Information

Currency *

Default Tax Code

Net Invoice Amount

Prepaid Amount Applied

Tax Amount

Total Invoice Amount

Less Withholding Amount

Control Total Amount

Invoice Lines Tax Currency Rate Attachments Notes

Invoice Lines 1 item

	Line	Order	*Company	Sales Item	Revenue Category	Line Item Description	Quantity	Unit of Measure	Quantity 2	Unit of Measure 2	Unit P
			<input type="text" value="Saint Louis University"/>		<input type="text" value="Other Sources (507)"/>	January 2025 TEM Usage	<input type="text" value=""/>		0	<input type="text" value="select one"/>	



Update line description on invoice & attach PDF support file



Invoice Lines Tax Currency Rate **Attachments** Notes

Attachments

Drop files here
or
[Select files](#)

← → ▾ ↑ > This PC > Desktop


Organize ▾ New folder

	Name
★ Quick access	
OneDrive - Saint Louis University	January 2025 TEM_Pathology.pdf

Update line description on invoice & attach PDF support file

Invoice Lines Tax Currency Rate **Attachments** Notes

Attachments

 January 2025 TEM_Pathology.pdf
✓ Successfully Uploaded!

Provide To Customer

Print With Invoice

Comment



Update line description on invoice & attach PDF support file

- Forget to add PDF support to the invoice

The screenshot displays the Workday interface for viewing a customer invoice. At the top, there is a search bar with the invoice ID 'CINV-00026833'. Below the search bar, the page title is 'View Customer Invoice CINV-00026833'. The invoice details are as follows:

Invoice Status	Approved	Total Invoice Amount	2,200.00 USD
Payment Status	Paid		

The 'Invoice Information' section is expanded, showing the following details:

Company	Saint Louis University
Bill-To Customer	SSM-SLUcare
Sold-To Customer	SSM-SLUcare
Invoice Number	CINV-00026833

An 'Actions' menu is open, listing various options. The 'Add Attachment' option is highlighted with a blue bar and a red arrow pointing to it. Other options in the menu include Copy, Create Adjustment, Add Note, Edit Approved Invoice, Maintain Dispute, Maintain Collection, Maintain Dunning Letter Exclusion, and Print Customer Invoice.

Update line description on invoice & attach PDF support file

Add Attachment to Customer Invoice

Customer Invoice CINV-00027035

Attachments



SSM- Billing Summary SLU and SSM 030125.xlsx
✓ Successfully Uploaded!

Provide To Customer

Print With Invoice

Comment



Billing Summary SLU and SSM 030125 (1).pdf
Uploaded by Renee Harris

Provide To Customer

Print With Invoice

Comment

Upload



Update line description on invoice & attach PDF support file

SSM-SLUcare ... Customer

Customer ID C-00000961

Approval Status Approved

Total Balance 14,755.03

Address Attn: Jessica Sweeten
1173 Corporate Lake Dr.
St. Louis, MO 63132
United States of America

✉ jessica.sweeten@ssmhealth.com

 [Navigate Customer Hierarchy](#)

Overview **Addresses and Contacts** Contracts Invoices and Payments Financial Snapshot Assigned Roles Custom Reports Process History

Aging **Invoices** Recent Invoice Notes Payments Deposits Related Reports

Create Invoice

Find Invoices for Company

Find Invoices for Billable Project

Manage Customer Invoices

More Actions ▼

Recent Invoices 88 of 91 items


Customer Invoice	Company	Status	Customer	Invoice Type	Invoice Date	PO Number	Reference Number	Memo	Due Date	Total Invoice Amount
CINV-00026833	Saint Louis University	Approved	SSM-SLUcare	Saint Louis University	02/24/2025			January 2025 TEM Usage	03/26/2025	2,200.00
CINV-00026531	Saint Louis University	Approved	SSM-SLUcare	Saint Louis University	02/10/2025			December 2024 TEM Usage	03/12/2025	1,425.00
CINV-00026485	Saint Louis University	Approved	SSM-SLUcare	Saint Louis University	02/04/2025			ACLS/BLS training for GME residents	02/14/2025	1,755.00



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Email invoices within WD – date & time stamped

View Customer Invoice CINV-00026833 

Invoice Status: Approved Total Invoice Amount: 2,200.00 USD
Payment Status: Paid

Invoice Information


Company: Saint Louis University
Bill-To Customer: SSM-SLUcare
Sold-To Customer: SSM-SLUcare
Invoice Number: CINV-00026833

Actions

- Customer Invoice >
- Accounting >
- Additional Data >
- Favorite >
- Integration IDs >
- Navigate >

Customer Invoice

- Copy
- Create Adjustment
- Add Note
- Add Attachment
- Edit Approved Invoice
- Maintain Dispute
- Maintain Collection
- Maintain Dunning Letter Exclusion
- Print Customer Invoice**



Email invoices within WD – date & time stamped

Print Customer Invoice

Customer Invoices

Company [Saint Louis University](#)

Run by [Mike Borawski](#)

Percent Complete 0

Refresh

Individual Printed Customer Invoices 1 item

Company	Customer	Customer Invoice Document	Invoice Status	Print Run Type	Print Status	Delivery Type
Saint Louis University	SSM-SLUcare	Customer Invoice: CINV-00026833	Approved	Copy	Processing	Email



Email invoices within WD – date & time stamped




Customer Invoices

Customer Invoices 

Company [Saint Louis University](#)


Run by [Mike Borawski](#)

Percent Complete  100



Email Customer Invoice

Individual Printed Customer Invoices 1 item

Company	Customer	Customer Invoice Document	Invoice Status	Print Run Type	Print Status	Delivery Type	Customer Invoice PDF
Saint Louis University	SSM-SLUcare	Customer Invoice: CINV-00026833	Approved	Copy	Completed	Email	 SSM-SLUcare CINV-00026833 2025-03-03.pdf



Email invoices within WD – time & date stamped




Confirm to Start Customer Invoice Email Process

Unselect customer invoices that you don't want to email.

Customer Invoices Eligible for Email

Customer Invoices Ineligible for Email

Customer Invoices Eligible for Email 1 item | 1 selected



<input type="checkbox"/>	Company	Customer	Customer Invoice	Current Recipients	Current Recipient Email Addresses	Customer Invoice Printing Run	Invoice Status	Invoice Date	Printed Date	Delivery Type
<input checked="" type="checkbox"/>	Saint Louis University	SSM-SLUcare	Customer Invoice: CINV-00026833	Jessica Sweeten Jessica Sweeten Lacee Wesloh	jessica.sweeten@ssmhealth.com lacee.wesloh@ssmhealth.com	Customer Invoice Print (Customer Invoice: CINV-00026833) for Saint Louis University on 2025-03-03	Approved	02/24/2025	03/03/2025 09:32:25 AM	Email





Email invoices within WD – time & date stamped

- Go back to the invoice and select Printing Runs

Invoice Lines Currency Rate Receivables Distribution Line Distribution Attachments Activity Business Process Errors & Warnings **Printing Runs**

3 of 3 items



Customer Invoice Printing Run	Printed Date	Print Run Type	Print Status	Delivery Type	Customer Invoice	Attachments Printed With Invoice	Run by	
Q	02/24/2025 02:50:51 PM	Final	Completed	Email	 SSM-SLUcare CINV-00026833 2025-02-24.pdf	1	Mike Borawski	View Email Notifications
Q	03/03/2025 09:32:25 AM	Copy	Completed	Email	 SSM-SLUcare CINV-00026833 2025-03-03.pdf	1	Mike Borawski	

Email invoices within WD – time & date stamped

View Email Notifications for Customer Invoice Customer Invoice: CINV-00026833

Customer Invoice Printing Run Customer Invoice Print (Customer Invoice: CINV-00026833) for Saint Louis University on 2025-02-24

Customer Invoice Email Events 3 items


Customer Invoice Email Event	Notifications					
	Email Sent On	Recipient	Recipient Email	Subject	Message	Documents
Customer Invoices: Saint Louis University on 02/24/2025, 2:50 PM	02/24/2025 02:51:09.074 PM	Jessica Sweeten	jessica.sweeten@ssmhealth.com	Saint Louis University Customer Invoice CINV-00026833	Attached please find our invoice. We appreciate your prompt payment of this invoice. To ensure proper credit, please reference invoice number CINV-00026833 .	 SSM-SLUcare CINV-00026833 2025-02-24.pdf
	02/24/2025 02:51:09.076 PM	Lacee Wesloh	lacee.wesloh@ssmhealth.com	Saint Louis University Customer Invoice CINV-00026833	Attached please find our invoice. We appreciate your prompt payment of this invoice. To ensure proper credit, please reference invoice number CINV-00026833 .	 SSM-SLUcare CINV-00026833 2025-02-24.pdf



Email invoices within WD – time & date stamped

[External] FW: Saint Louis University Customer Invoice CINV-00026834



 Washing...02-24.pdf

From: slu@myworkday.com <slu@myworkday.com>

Sent: Monday, February 24, 2025 2:55 PM

To: Miller, Timothy <miller.t@wustl.edu>

Subject: Saint Louis University Customer Invoice CINV-00026834

Attached please find our invoice. We appreciate your prompt payment of this invoice.

To ensure proper credit, please reference invoice number CINV-00026834 .

Business Process: Customer Invoices: Saint Louis University on 02/24/2025, 2:53 PM

Subject: Customer Invoices: Saint Louis University on 02/24/2025, 2:53 PM



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Receive payment via ACH – limit collecting checks

- Automated Clearing House (ACH – electronic payment)
- Encourage ACH payments with the CINV# in the addenda (note) thus limit receiving checks



Coming Soon

- **Policies**
 - Accounts Receivable
 - Allowance for Doubtful Accounts
 - Contract Revenue Recognition Policy

- **Workday Feature – FY26**
 - Automated Payment applied to invoice – CINV#



Resources

- **Resources for Customer Accounts**

- Job Aids - PDF's – How to documents
- Video
- What's New Newsletter sent by Heather
- Link

[https://wd5.myworkday.com/slu/d/inst/13102!CK5mGhEKBggDEMenAhIHCgUI1A0QQw~~/cacheable-task/23748\\$1.html#TABINDEX=3](https://wd5.myworkday.com/slu/d/inst/13102!CK5mGhEKBggDEMenAhIHCgUI1A0QQw~~/cacheable-task/23748$1.html#TABINDEX=3)

- **Questions**

- Be Proactive – Ask me ?'s
- accountsreceivable@slu.edu



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Thank You!