

What's New . . .

September 2020

Business Managers' Meeting

The next Business Managers' Meeting is scheduled for Thursday, September 10th, 2020 9:00 to 10:30am.

We would like to introduce new employees in attendance. Please send their names, titles, departments and anything else you would like to share about them to Jessica Winet-Fleer at jessica.winetfleer@slu.edu.

The agenda is attached to the body of the What's New email.

You can join using the following link:

<https://slu.zoom.us/j/97151831184?pwd=TTerRjINekN1bEJOaktRUORERFJkUT09>

Financial Planning & Budget Update

If you would like to present at a future Business Manager Meeting or have suggestions for helpful content, contact Jessica Winet-Fleer at jessica.winetfleer@slu.edu. We would love to hear about best practices in your area as others could benefit as well.

Human Resources

Webinar: School Transitions in a Covid-19 World

[September 9th 1:00pm - 2:00pm Register here](#)

This one hour webinar will provide parents with some tools to assist their children in coping with the uncertainty and insecurity of transitioning from in-person schooling to virtual learning and back again. It will also touch on topics such as helping kids keep friendships in this environment; dealing with the fears of contracting Covid at school; and information for families of kids with Neurodevelopmental Disorders. Our facilitators for this webinar are two of our SLU faculty:

Dr. Annie Garner is an Assistant Professor in the Clinical Psychology program in the department of Psychology where she teaches and supervises clinical psychology doctoral students and teaches undergraduate courses related to clinical child psychology. Her research and clinical expertise is in the area of developmental disabilities including Attention-Deficit/Hyperactive Disorder (ADHD) and Autism Spectrum Disorders (ASD). She is a Licensed Clinical Child Psychologist and practices in the SLU Interdisciplinary Center for Autism Services. She is the mother of two school-aged children with ADHD. She is experiencing the online-schooling + work phenomenon of COVID-19.

Dr. Katie Heiden-Rootes is an Assistant Professor in the Medical Family Therapy program in the department of Family & Community Medicine where she teaches and supervises family therapy masters and doctoral students. Her research is in family and romantic relationships of LGBTQ adolescents and adults. She is a Licensed Marital & Family Therapist (LMFT) and Certified Sex Therapist working with couples and families in a private practice in Webster Groves. She is the mother of two school- aged children. She is also traversing the online-schooling + work phenomenon of COVID-19.

Business Services

Workday - Procurement

Business Services has added several new Procurement job aids to the Workday job aid library, in response to user feedback since go-live. They are as follows:

Procurement: Punchout Purchase Order for a Supplier Contract (Video): This video reviews how users can designate a purchase order against a supplier contract for a punchout supplier. This will draw down the balance of the pre-approved supplier contract and allow a purchase order to be issued to a supplier contract without requiring approval.

Request Supplier within Billiken Buy (PDF): This written job aid outlines how end users can request PO suppliers using the Request Supplier Form within Billiken Buy. This process is similar to the request supplier process pre-Workday; however, Billiken Buy must be accessed within Workday.

Procurement - Related Actions for Procurement Transactions (PDF): This written job aid reviews how to perform various actions against procurement transactions. Examples include: how to copy a purchase requisition, how to edit a purchase requisition, how to create a change order, and how to create a receipt off of a purchase order.

Procurement - Creating a Receipt from a Match Exception (PDF): This written job aid outlines how to create a receipt off of a match exception. A match exception occurs when an invoice (valued over \$250) is keyed against a purchase order without a receipt. The receipt must be created for the invoice to be paid.

Procurement: Check Approval Status of Procurement Transactions (PDF): This written job aid outlines how to check the approval status of various procurement transactions from an initiator standpoint, including purchase requisitions, change orders, and supplier contracts.

If you have any questions about these job aids, please contact billikenbuyadmin@slu.edu

Vendor Review and Feedback

Business Services has updated the [vendor review form](#) that enables departments to leave comments about vendor performance; positive or negative, ask questions, or voice concerns. Business Services uses this feedback when reviewing vendor accounts during business reviews with the vendor. If you have any questions about the form, please reach out to Andrew Chism at Andrew.chism@slu.edu . The form can also be found on the [Business and Finance](#) website under the [Business Services' vendors](#) tab.

Central Processing

Email address reminder for supplier and payment processing:

supplieraccounts@slu.edu - for supplier updates/address updates/supplier issues or questions

accountspayable@slu.edu - invoices with PO #'s, issues pertaining to Supplier Invoice Requests, PO's needing to be closed, Match Exception, payment information, etc.

Receiving Reminder: All invoices over \$250.00 need to have a receipt created in Workday, which serves as the department's approval to pay.

Once goods are received, you can go in at any point to Create Receipt in Workday. If you have not yet Created Receipt and the Match Exception comes to your Workday inbox, then please follow the job aid SLU-Procurement-Creating a Receipt From Match Exception.

This job aid is in the Job Aid & Video Library and is also a link on the Match Exception notice that you receive.

P Card Transaction Verification and Approval: Starting with September transactions, please complete the current month's transaction verifications and approvals by noon on the third business day of the following month. i.e. Verify and approve September transactions by noon on October 5th.

Additional Notes:

- ACH Direct Deposit remains the University's preferred form of payment and all suppliers should be given the Direct Deposit Authorization form to complete and return.
- Attachments in Workday should be PDF, not JPEG. This impacts the attachments ability to be opened and reviewed.
- Reminder for standard PO's: Please make sure to select the Goods radio button when entering for goods and the Services radio button when entering services (labor, maintenance, contracts, etc..).

Treasury

Merchant Services Update:



As of July 1st, 2020, Saint Louis University's merchant services provider transitioned from Bank of America to Fiserv. Fiserv is a leading global provider in payment technology solutions. This transition will not affect any day to day processing or terminal operations. If you have any questions, please reach out to merchantservices@slu.edu.

Departmental Deposits Update:

To ensure accurate reporting and reconciliation for our end users, we have added an additional step to the Ad Hoc Bank Transaction-Departmental Deposit procedures. This step includes populating the "Reference" field in the Ad Hoc Bank Transaction Details section of the Ad Hoc Bank Transaction. This update will provide more functionality in reporting and reconciliation for end users.

This update will affect both credit card and cash/check departmental deposits. The updated procedures are listed below.

- If the deposit includes cash/checks, enter your department name in the Transaction Reference field.
- If the deposit includes credit card transactions, enter the merchant name and last four digits of the merchant number. Please refer to page 14 on the Ad Hoc Bank Transaction job aid to locate your merchant name and number.

The job aid has been updated to reflect these process changes.

▼ Ad Hoc Bank Transaction Details

Transaction Amount	*	<input type="text" value="0"/>
Transaction Line Total		0
Difference		0
Tax Amount		0
Purpose		<input type="text"/>
Reference		<input type="text"/>
External Reference		<input type="text"/>
Journal Source	*	<input type="text" value="x Ad Hoc Bank Transaction"/>

Ad Hoc Bank Transaction Details

1. Input the following information:

- a. **Transaction Amount:** Enter the total amount of the deposit.
- b. **Purpose:** Select a value listed below.
 - i. If the deposit includes cash/check, select **Departmental Deposit-Cash/Check**
 - ii. If the deposit includes credit card transactions, select **Departmental Deposit-Credit Card**



Note: Purpose field is required. Selecting the incorrect purpose field will result in an error or the ad hoc bank transaction will be returned for correction.

- c. **Reference:**
 - i. If the deposit includes cash/check, enter your Department Name.
 - ii. If the deposit includes credit card transactions, enter merchant name and last four digits of merchant number. Please refer to page 14 of this job aid to locate your merchant name/number to be included in this field. Enter as indicated on the merchant reference.
- d. **Journal Source:** This will auto-populate to Ad Hoc Bank Transaction.

Departmental Deposit Reminders from Treasury:

- Please include the Ad Hoc Bank Transaction number on the bank deposit slip. The AHBT job aids include instructions on how to find the transaction number in Workday.
- For assistance with the AHBT accounting line, please utilize the Banner fund and account crosswalks located under the Finance tab in the Job Aid and Video Library application within Workday.
- As always, if you have any deposit related questions, please email sludeposits@slu.edu.

Office of Compliance & Ethics Update



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>.