

## *What's New . . .*

February 2021

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### **Business Managers' Meetings**

The next Business Managers' Meeting is scheduled for Thursday, March 11<sup>th</sup>, 2021, at 9:00 a.m.

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](mailto:jessica.winetfleer@slu.edu). We would love to hear about best practices in your area as others could benefit as well.

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### **Financial Planning + Budget Update**

As we prepare for the upcoming budget cycle, we want to make you aware that position budgets will no longer be utilized starting in FY22. This decision did not come lightly, but Workday does not handle position budgeting in the same manner as Salary Planner did, nor is it a best practice among their customers. More information regarding this new approach and how best to ensure cost centers are in line with their personnel budgets will be available at the March Business Manager meeting.

For the remainder of FY21, position budget amendments are an acceptable form of managing the current year personnel budget but are not necessary.

### **Business Services**

#### **Workday Procurement FAQs**

Business Services has updated their website to include many helpful FAQs related to Workday and Billiken Buy. They can be found at this link: <https://www.slu.edu/business-finance/departments-and-offices/business-services/billiken-buy.php>

#### **“Punch out Only” Suppliers in Workday**

Some punch out suppliers are unable to process non-catalog/manual purchase orders. This includes Amazon Business and Dell. As a result, we have configured Workday to prevent non-catalog purchase requisitions from being created with these suppliers. If a user attempts to create a non-catalog purchase requisition with a punch out only supplier, they will receive an error that reads:

*“Non-catalog orders are not allowed for this punch out supplier. Please use the punch out catalog in Billiken Buy to add the items to your shopping cart.”*

To proceed with the order, the user should remove the non-catalog item from their shopping cart and then add the items they need from the punch out catalog in Billiken Buy or retrieve the supplier's quote in their catalog.

## **Supplier Contract Detail by Organization Report**

Supplier contracts can be used in Workday to create blanket orders with punch out suppliers. In December, Business Services added a new custom report to Workday named:

CR – FIN – Supplier Contract Detail by Organization

Users can run this report to view supplier contract details in their cost center, including: supplier contract original balances, remaining balances, PO amounts, invoiced amounts, and worktags. There is also drilldown capability to view PO and invoice transactions against these supplier contracts. This report is available to all employees and will automatically filter the report to display supplier contracts in their cost center. A shortcut to this report can be found in the Procurement icon on their Workday home page.

Questions on these Workday Procurement updates should be sent to [billikenbuyadmin@slu.edu](mailto:billikenbuyadmin@slu.edu).

## **Central Processing**

### **Supplier & Supplier Request Reminders**

Make sure the supplier you are requesting is not already setup in Workday before submitting the supplier request.

Enter the reason why this new supplier is needed/what you are paying them for, in the Justification field of the supplier request.

Have the supplier complete the ACH Direct Deposit form and attach to the supplier request.

Changes and updates to existing suppliers should be emailed to [supplieraccounts@slu.edu](mailto:supplieraccounts@slu.edu).

### **Requisition & PO processing Reminders**

Please do not attach invoices *for non-retrofit orders* to the Receipt. For non-retrofit orders, invoices and their PO #'s should be sent to [accountspayable@slu.edu](mailto:accountspayable@slu.edu) for payment processing. Accounts Payable is unable to see invoices that are attached to the Receipt.

The retrofit Requisition type should only be selected when you have an invoice for payment already.

PO close requests can be sent to [accountspayable@slu.edu](mailto:accountspayable@slu.edu)

### **Participant Payments**

The Amazon MTurk platform is not allowable for participant payments due to the fact that participants are anonymous and certain participant information can be necessary for tax reporting purposes. For additional information or assistance with participant payment questions, contact the Office of Sponsored Programs.

### **P Card Transaction Verifications**

Please be mindful of the monthly deadline to verify card transactions each month to remain in compliance and avoid card suspension for unverified transactions. [Cardprograms@slu.edu](mailto:Cardprograms@slu.edu) is glad to assist with this process at any time.

## **Upcoming Training in Business & Finance**

### **Concur Q & A Session**

February 16th at 10:00 A.M.

Register via Skillsoft

Zoom link to be sent

## Human Resources

### Business Manager Programming for 2021

Last month we were excited to launch the first Business Manager Programming session for 2021. January's session, which focused on Workday Reporting, covered basics like searching for reports, scheduling a report, troubleshooting and report security.

Please join us in February as we highlight [Budget and Forecasting- SLUCare](#), and [Workday Training: Procurement](#). You can see additional details and register for each course by clicking on the course titles above.

We look forward to working with you and seeing you at upcoming events.

*Business Manager Programming sessions provide regular opportunities for training on Workday and other professional development topics designed specifically for SLU Business Managers. These sessions will focus on four main themes: (1) Reporting; (2) Budgeting; (3) Purchasing; and (4) Human Capital Management. Information on additional sessions and registration will be announced throughout 2021 in the HR Bulletin, What's New newsletter, Newslink, and Announcements on your Workday homepage. Please email [training@slu.edu](mailto:training@slu.edu) if you have any questions.*

## 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>.