

## What's New . . .

August 2024

### Business Managers' Meetings

The next Business Managers' Meeting is scheduled for September 2024.

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.

### Budget Office

**Important Please Read** — Now that we have started the new fiscal year, please precisely monitor your cost center budget to ensure it stays within budget. Please contact the Budget Office for guidance if you have any concerns with staying within your assigned budget base. FY25 actual costs must not exceed budgeted costs. As communicated, FY25 budget amounts will not be loaded into WorkDay until the end of August, however, costs still need to be monitored. Please contact the [Budget Office](#) for any questions.

### Business Services

#### Unimarket (Billiken Buy) Email Delivery DKIM Change

Effective August 1st, Saint Louis University will be transitioning to a new email delivery method utilizing DomainKeys Identified Mail (DKIM) for all purchase order notifications coming from Unimarket/Billiken Buy. This upgrade will affect both our suppliers and our internal users. Historically, purchase orders were sent to suppliers and Buyers from the [support@unimarket.com](mailto:support@unimarket.com) email address. Starting August 1st, all purchase orders will be sent from [billikenbuyadmin@slu.edu](mailto:billikenbuyadmin@slu.edu). Our purchase orders will no longer include an "External Sender" banner in them because they will be sent from an SLU email address.

There will be no change in the process for creating or approving purchase orders within the university. The upgrade is solely related to the email delivery method and FROM email address.

Please note that this technical upgrade will enhance the security and reliability of purchase order-related emails at Saint Louis University. These changes are part of our ongoing efforts to modernize our communication processes and ensure the utmost data integrity. Suppliers have also been notified regarding this change.

We understand that technical upgrades can introduce challenges, and we are committed to providing support during this transition. If you encounter any issues or have questions related to this change, please reach out to Anne Becker at [anne.becker@slu.edu](mailto:anne.becker@slu.edu) or [billikenbuyadmin@slu.edu](mailto:billikenbuyadmin@slu.edu).

We appreciate your cooperation and understanding as we implement this essential upgrade to enhance email security and reliability for purchase order communications.

### **Printer Refresh**

The printer refresh program, which includes placement of new printing equipment, is nearing completion and most depts have been migrated. If you still have Xerox's in place, please reach out to [Jessica Winet-Fleer](#) to discuss moving to the new program.

### **Shipping Purchases FOB Destination**

When requesting a quote for purchasing products, it is considered best practice to ask for the shipping term: FOB Destination. This term means that the seller retains ownership and responsibility for the goods during the shipping process until the goods are delivered to the buyer's ship-to location. With FOB Destination, shipping issues such as lost packages will be addressed by the seller. In cases where the quote requires a signature, FOB Destination should be noted on the quote to avoid any confusion. Please reach out to Mary Lynn Thompson at [marylynn.thompson@slu.edu](mailto:marylynn.thompson@slu.edu) if you have any questions.

## **Human Resources**

Save the Date!

We are busy working on our 2024 Cannonball Conference. This year's conference will be held on Thursday, October 24<sup>th</sup>.

As a lead-up to the conference we are excited to partner with the Division of Diversity & Innovative Community Engagement (DICE) to provide the webinar: Cultivating Cultural Humility and Multiple Cultural Fluency for Building Relationships Across Difference on Thursday, August 29 at 9:30 am.

Description: Cultural humility is a relational practice for sustaining an "other focus," self-critique, openness, and an appetite for lifelong learning about those who occupy different social locations and experiences. Cultural humility is being utilized in professional spaces for building relationships and

developing multiple cultural fluencies for dialogue across differences. This workshop will provide introductory concepts and skills for cultivating new practices in your daily work and personal life.

If interested in the webinar, please register by clicking on the link [here](#).

We will provide more information about the conference in the coming weeks. Stay tuned!

## Workday Finance

Workday Financials



Questions or issues with Workday Financials? Contact [wdfinance@slu.edu](mailto:wdfinance@slu.edu)

### Workday Accounting Structure Updates:

#### Cost Center Updates:

**D013** Parking and Card Services has moved from E25/S41 to **E60 Student Development/S44 University Safety & Preparedness**

**D043** Transportation Services has moved from E25/S41 to **E60 Student Development/S44 University Safety & Preparedness**

**D022** Office of the University Registrar has moved from E55/S31 to **E30 Provost/S07 Academic Affairs**

**D102** Academic Support has moved from E60/S33 to **E30 Provost/S07 Academic Affairs**

**D247** Interprofessional Education has moved from E40/S14 to **E30 Provost/S07 Academic Affairs**

**D748** EM Testing Center has moved from E55/S31 to **E30 Provost/S07 Academic Affairs**

#### Cost Center Name Changes:

**D282** Office of Research Development and Services has changed to **Research Contracts Group (RCG)**

**D395** Office of Sponsored Programs Admin has changed to **Grant Operations (GO) Center**

**D396** Vice President for Research has changed to **OVPR Leadership**

**D397** Office of Technology Management has changed to **Research Innovation Group (RIG)**

**D399** Office of Research Integrity has changed to **Human Research Protection Program (HRPP)**

**D435** Employee Health has changed to **Occupational Health (OC)**

**D127-1** Fine and Performing Arts has changed to **Visual and Performing Arts**

**D127-2** Fine & Performing Arts-Art History has changed to **Visual and Performing Arts-Art History**

**D127-3** Fine & Performing Arts-Studio Art has changed to **Visual and Performing Arts-Studio Art**

**D127-4** Fine & Performing Arts-Theatre has changed to **Visual and Performing Arts-Theatre**

**D127-5** Fine & Performing Arts-Music has changed to **Visual and Performing Arts-Music**

Cost Center Hierarchy Name Change:

**D127** Fine & Performing Arts has changed to **Visual and Performing Arts**

***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](mailto:wdfinance@slu.edu) with any questions.

Report Name	Update/Description	Functional Area
CR-FIN Award Proposal Report	A new column has been added to this report: Submission Type.	This report is available to the following security groups: Accounting Manager, Award Contract Specialist, Award Specialist, Finance Analyst, Finance Auditor, Finance Executive, Implementers, Pre-Award Specialist, and Sponsored Programs Manager.
CR-FIN Trial Balance by Fund	A new column has been added to this report: Fund 33.	This report is available to the following security groups: Accountant, Accounting Manager, Adaptive Planning ISSG, Administrative Accountant, Award Approver, Budget Amendment Approver, Budget Manager, Business Asset Accountant, Controller, Director of Sponsored Programs, Finance Analyst, Finance Auditor, Finance Executive, Grant Budget Specialist, Implementers, Payroll Administrator, and Payroll Auditor.

Data Audit – Awards	A new column has been added to this report: Prime Sponsor.	<p>This report is available to the following security groups:</p> <ul style="list-style-type: none"> <li>Accounting Manager, Award Analyst, Award Approver, Award Billing Specialist, Award Contract Specialist, Award Specialist, Award Task Analyst, Company Reporting – Grants Management, Conflict of Interest Approver, Controller, Cost Center Approver \$100K, Cost Center Approver \$200K, Cost Center Approver \$25K, Cost Center Approver \$2M, Cost Center Approver \$50K, Cost Center Approver \$5K, 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 Manager, Grant Approver 100K, Grant Approver 50K, Grant Approver E40, Grant Budget Specialist, Grant Financial Analyst, Implementers, Lead Principal Investigator, Location Hierarchy Financial Analyst, Management Chain, Manager, Multiple Principal Investigator, Payroll Partner, Pre-Award Specialist, Principal Investigator, Program Financial Analyst,</li> </ul>
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		Program Manager, Project Financial Analyst, Project Manager, Region Costing Manager, Region Financial Analyst, Specialty Financial Analyst, Sponsored Programs Manager, and University Commitment Office.
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## 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>