What's New . . .

June 2023

Business Managers' Meetings

The next Business Managers' Meeting is scheduled for September 7, 2023, at 9:00 a.m. in Il Monastero Banquet Center, 251A, located at 3050 Olive St, St Louis, MO 63103.

If you would like to present at a future Business Manager Meeting or have suggestions for helpful content, contact: Etta Madura. We would love to hear about best practices in your area, that may also help others.

Budget Office

Budget Department Update

Thank you for providing your FY24 budget and compensation workbooks. Next steps are as follows:

- Budget Department ensures the 'Budget Base' and 'FY24 Budget Workbooks' balance, and the salaries and benefits are in line with the personnel budgets. They will load submitted budgets in Workday via EIBs.
- Human Resources are in the process of reviewing the allocated merit and market increases and will load the new FY24 salaries in Workday for Faculty and Staff impacted by the annual salary review process.
- Promotion and Tenure increases should be processed as Job Changes in Workday with an effective date of 7/1/2023.
- July 1,2023- Start of new fiscal year and FY24 Budgets available in Workday.
- July 5, 2023- Costing allocation/labor distribution changes need to be complete for first bi-weekly payroll.
- July 21,2023- Costing allocation/labor distribution changes need to be complete for July monthly payroll.

Controller's Office

Big Changes coming to the Sponsored Programs Accounting Department. Andrew Williams started his new role as Sr. Accountant June 1st. Andrew comes to SLU with a variety of non-profit experience. This is a new position at SLU and we are excited to see what Andrew can do with the role.

Starting June 20, Sponsored Programs Accounting will also have a new Director, Jonathan Frederick. Jonathan comes with years of experience in public and governmental accounting. We look forward to see

what Jonathan can do with the role and as he will work collaboratively with the SOM and Go Centers to be a better partner in Research.

Lastly, as of May 22nd, Lisa Wagner is no longer the Director of Sponsored Programs Accounting. Lisa's new role as the new Manager of Private Grants will focus solely on our major private grants and how SLU accounts for these now and in the future. Lisa will be in charge of creating new procedures and reporting of these grants as we look for better transparency on private funds.

Welcome all to your new roles.

Accounting and Financial Reporting

Saint Louis University is partnering with Grant Thornton to remediate specific findings as identified during the Single Audit. As part of Grant Thornton's review, they are performing an audit of SLU's assets utilized on Federal awards. Their review will test information entered within Workday against the physical asset itself, this includes locating and examining the physical asset. As such, the audit will be conducted onsite at the Saint Louis campus the week of June 5-9, 2023.

Business Services

Non-Catalog Blanket Orders – PO Buyer Change

Business Services can now update a PO Buyer on a non-catalog blanket order without requiring additional approvals. This could help departments with year-end processing if receipts, or blanket order increases are needed. If you are aware of a PO Buyer change being needed on a non-catalog blanket order in your cost center, please send your request with your blanket PO number to anne.becker@slu.edu.

Vendor Fair

The Saint Louis University Preferred Vendor Fair is back!
Event Details: 10:30 a.m. - 2:00 p.m., July 28th, Wool Ballroom, Busch Student Center
Business Services will host the 2023 Saint Louis University Preferred Vendor Fair from 10:30 a.m. to 2 p.m. Friday, July 28th in the Wool Ballroom in Busch Student Center.
The fair is an opportunity for faculty and staff to meet account representatives from preferred vendors. Complimentary light lunch items, attendance prizes and product demonstrations will be included throughout the event. Attendees are encouraged to bring business cards.
Please contact Andrew Chism at andrew.chism@slu.edu or 977-6890 with questions.

FedEx Delivery Issues

The Business Services Team has noticed an increase in FedEx delivery issues across the university. Some packages are being delivered to the wrong location or not delivered at all. After a few days, if you are unable to resolve the issue, please reach out to your contact on the Business Services team. We are glad to intervene on your behalf with FedEx.

Workday Financials

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

Workday Trainings:

Workday Finance is hosting two trainings for the month of June:

Business Manager Training: Fixed Asset Transfer/Disposal Form

Date: Thursday, June 8, 2023, 9:00-10:00 am

Maggie Workman and Karen Wamhoff

Registration Link:

https://slu.zoom.us/webinar/register/WN_B9L6feGwSfOT7W7z7FLFbA

Webinar Description: In this session, we will demonstrate how to complete the new Asset Transfer/Disposal form in Workday.

Principal Investigator (PI) Dashboard Enhancements Training - Part III

Date: Wednesday, June 21, 2023, 2:00-3:00 pm

Tara Thomason and Mindy Brown

Registration Link:

https://slu.zoom.us/webinar/register/WN_TK8neQ5_QuK2-Ggaiuzoew

Webinar Description: This session is a follow-up training for the PI Dashboard training presented February 27th & April 19. It will include additional enhancements that were requested by the PI's.

Workday Accounting Structure Updates:

Spend Category Change:

INTO Administration Fee has moved from Spend Category Hierarchy Inter-Departmental Service to SCH Purchased Services.

Ledger Account Name Change:

Ledger 1110 changed to 1110: Accounts Receivable – Not in WD

Workday Report Updates and Additions:

As a reminder, you may not have access to certain Workday Reports due to security.

Report Name	Update/Description	Functional Area
Data Audit - Grants	The following columns have been added to Data Audit – Grants: Current Rate, Basis Limit, Basis Limit Amount, and Subrecipient.	Grants - This report is available to those who manage research based on their Organizations.

CR-FIN- Data Audit Grant Budget/Expenditure Report	A new report has been added to Production. This report includes Grant Name, Reference ID, Award, Start and End Dates, Award Status and Details, Cost Center Details, Grant Manager, Principal Investigator, and Expenditures. The Time Period default section will appear empty to allow users to select their preferred period. Cumulative actual column will show results based on the Time Period selected in the Prompt set.	Grants - This report is available to those who manage research based on their Organizations.
Fixed Asset Transfer/Disposal Form	A new form has been added to Production under Create Request.	This task is available to those who manage financials based on their Organizations.
Enable CR-FIN Award Data and Balance Sheet into Worksheets	CR-FIN Award Data and Balance Sheet is now available in Worksheets.	Grants - This report is available to those who manage research based on their Organizations.
Enable CR-FIN Most Recent Invoice on Award/Grant into Worksheets	CR-FIN Most Recent Invoice on Award/Grant is now available in Worksheets.	Grants - This report is available to those who manage research based on their Organizations.

CR-FIN-Budget vs Actual – Award/Grants by Grant	The Time Period default section will appear empty to allow users to select their preferred period. Cumulative actual column will show results based on the Time Period selected in the Prompt set. Additionally, users will see the following new alerts: - Activity for Grants with a start date prior to 7/1/20 will not be included correctly for legacy grants starting with 3 in this report. - Budget Remaining is not cumulative if the life of the award is not selected on Time Period; Budget column is for the FULL life of the award. - Encumbrance column only shows for fiscal year (not the life of the grant).	Grants - This report is available to those who manage research based on their Organizations.
CR-FIN-Budget vs Actual – Awards/Grants Summary	The Time Period default section will appear empty to allow users to select their preferred period. Cumulative actual column will show results based on the Time Period selected in the Prompt set. Additionally, users will see the following new alerts: - Activity for Grants with a start date prior to 7/1/20 will not be included correctly for legacy grants starting with 3 in this report. - Budget Remaining is not cumulative if the life of the award is not selected on Time Period; Budget column is for the FULL life of the award. - Encumbrance column only shows for fiscal year (not the life of the grant).	Grants - This report is available to those who manage research based on their Organizations.

CR-FIN-Budget vs Actual – Awards/Grants by Grant (PI Dashboard)	The default period has been updated to Last 48 Periods.	Grants - This report is available to those who manage research based on their Organizations.
CR-FIN OSPA Draw Down Report	A new report has been added to Production. This report includes Bill-To-Sponsor, LOC, Sponsor, Purpose Code, LOC Draw Down, Dates, Award Details, Draw Down Amount, Customer Invoice and Payment Details.	Grants - This report is available to those who manage research based on their Organizations.

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 FAQ's regarding the Integrity Hotline can be found at the Office of University Compliance and Ethics homepage: https://www.slu.edu/compliance-ethics/hotline.php