

What's New . . .

October 2023

Business Managers' Meetings

The next Business Managers' Meeting is scheduled for March 7, 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.

Cannonball Conference- Registration Closes October 18

Join us at the [2023 Cannonball Conference](#) for a full day of activities. Registration for the conference will close on Wednesday, October 18 in order to place breakfast and lunch counts along with ordering conference shirts for participants.



Cannonball Conference
Thursday, October 26, 2023
Busch Student Center

Business Services

Ronnoco Coffee

Ronnoco Coffee is currently reviewing Saint Louis University accounts to locate brewing equipment in departments where purchases have decreased significantly in the past year. Our Ronnoco Coffee rep,

Dess Elz, will follow up with applicable departments to determine if the accounts should remain active, and/or if the equipment needs to be picked up or changed to accommodate new business needs.

Please reach out to Anne Becker at anne.becker@slu.edu with questions.

Updating your Employee Workspace in FM:Systems

[Click here for additional information.](#)

It has been brought to our attention that some Workday Finance users are receiving the error below in the deliver-to field when creating a purchase requisition in Workday:

The screenshot shows a portion of a Workday purchase requisition form. The 'Deliver-To' field is highlighted with a red border and contains the text 'Allied Health Building'. Below this field, a red error message reads: 'Error: The entered information does not meet the restrictions defined for this field. (Deliver-To)'. The 'Ship-To' field below it contains the address '3437 Caroline St St. Louis, MO 63104 United States of America'. Other fields like 'Requestion type' and 'Grant' are partially visible.

To correct this, you should update your employee workspace in FM:Systems so that your default deliver-to field in Workday reflects your room/suite number in your office building.

Please go to mySLU Tools (<https://myslu.slu.edu/tools>), click on the "Facilities Service Request" icon, once in the FM application please hover your mouse over the "Space Management" bubble and select "Location Update for Faculty/Staff". Once the "Location Update for Faculty/Staff" view is opened, please reference the attached "Employee Location Update Guide" on how to update your location.

Note: Once your location is updated in FM:Systems, the new workspace location will be uploaded into Workday overnight.

If you encounter any problems updating your location, please email facilitiesdatamanagement@slu.edu.

Amazon Business Rogue User Account Consolidation

Saint Louis University signed a domain agreement with Amazon Business in 2022, granting SLU ownership of all Amazon accounts with email addresses containing sltu.edu or health.slu.edu email domains. We are in the process of adding Amazon Business accounts for P-Card holders and removing Amazon.com accounts with the sltu.edu and health.slu.edu domains. In the coming weeks, we will be sending out targeted communications to affected account holders on how they should access their

accounts for future purchases. Business Services will audit these accounts and repeat this process on an annual basis.

Please note, all Saint Louis University Amazon purchases should be made through this central Amazon Business account through Billiken Buy. Questions on this or future Amazon Business emails can be directed to anne.becker@slu.edu.



Workday Financials

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

Workday Tips:

In the report prompt section, you can select more than one attribute by selecting Control A and selecting the first check box at the same time. This will select all options instead of manually selecting each item to include in the report.

CR - FIN - Report of Transactions - Org

Instructions SLUCare must select GAAP Book Code

Company * x Saint Louis University ...

Organization * x Cost Center: D212-1 Pathology-Administration ...
 x Cost Center: D212-2 Pathology-Forensic ...
 x Cost Center: D212-3 Pathology-Anatomic ...
 x Cost Center: D212-4 Pathology-Volume Services ...
 x Cost Center: D212-5 Pathology-Pediatrics ...
 MORE (2)

Fund

Period * Search
 ← Cost Center

Time Period * Cost Center: D212-1 Pathology-Administration
 Cost Center: D212-2 Pathology-Forensic
 Cost Center: D212-3 Pathology-Anatomic
 Cost Center: D212-4 Pathology-Volume Services
 Cost Center: D212-5 Pathology-Pediatrics
 Cost Center: D212-6 Pathology-Clinical
 Cost Center: D212-7 Pathology-Community Hospitals

Book

Journal Number

OK Cancel

Workday Accounting Structure Updates:

New Cost Centers

D778 Library Collections (included in **S21** University Libraries and Museums)

D780 Leadership Giving (included in **S60** AVP Development)

New Cost Center Hierarchy

S09-3 SPS Other (Superior is **S09** School for Professional Studies)

New Internal Service Provider:

Institute for Drug and Biotherapeutic Innovation (IDBI)

Cost Center Name Changes

S62 University Development has changed to **North Campus Development**.

S71 Medical Center Development has changed to **South Campus Development**.

D066 Principal Giving and CFR has changed to **Strategic Philanthropy**.

D484 Alumni Engagement and Giving Programs has changed to **Alumni Engagement and Development Communications**.

D494 Development Services has changed to **Stewardship and Donor Relations**.

D496 Research Services has changed to **Prospect Management**.

Cost Center Hierarchy Changes

S60 Development Principal Giving has changed to **AVP Development**.

D351 Ctr for Workforce & Org Development and **D363** Summer and Extended Studies have moved from S07 Academic Affairs to **S09-3 SPS Other**.

D123 Catholic Studies has moved from S02-2 to **S70** Philosophy and Letters CCH.

D496 Prospect Management has moved from S66 VP Development to **S60** AVP Development.

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 with any questions.

Report Name	Update/Description	Functional Area
CR – FIN – Award Business Processes Awaiting Action	A new report has been added to Production. This report includes Award, Billing Schedule, Business Process Name, Event Records, Awaiting Persons, Date Initiated, Due Date, Days Past Due, and Assignment Date.	This report is available to the following Security Groups: Accounting Manager, Award Analyst, Award Approver, Award Billing Specialist, Award Contract Specialist, Award Specialist, Award Task Analyst, Conflict of Interest Approver, Cost Center Approvers, Cost Center Manager, Director of Sponsored Programs, Finance Analyst, Finance Executive, Fund Manager, Gift Manager, Grant Manager,

		Grant Budget Specialist, Grant Financial Analyst, Implementers, Lead Principal Investigator, Manager, Payroll Partner, Pre-Award Specialist, Principal Investigator, Program Financial Analyst, Program Manager, Project Financial Analyst, Project Manager, Sponsored Programs Manager, University Commitment Office.
CR – FIN – Profit (Loss) by School	A new report has been added to Production. This report includes Operating Revenue, Operating Expense, Operating Revenue Over (Under) Expense, Designated/Restricted Revenue, and Designated/Restricted Expense for selected School.	This report is available to the following Security Groups: Controller, Cost Center Approver, Cost Center Financial Analyst, Cost Center Manager, Finance Auditor, Finance Organization Admin, Function Financial Analyst, Fund 32 Grant Manager, Fund Financial Analyst, Fund Manager, Gift Financial Analyst, Gift Manager, Grant Approver, Grant Financial Analyst, Grant Manager, Implementers, Principal Investigator, Program Financial Analyst, Program Manager, Project Financial Analyst, Project Manager, University Commitment Office.
CR – FIN Unbilled and Invoice Paid	A new report has been added to Production. This report includes Grant, Award, Unbilled Amount, Billed Amount, Customer Invoice Document and Payment Status.	This report is available to the following Security Groups: Controller, Cost Center Approver, Cost Center Financial Analyst, Cost Center Manager, Customer Billing

		<p>Approver, Customer Billing Specialist, Finance Auditor, Finance Organization Admin, Function Financial Analyst, Fund 32 Grant Manager, Fund Financial Analyst, Fund Manager, Gift Financial Analyst, Gift Manager, Grant Approver, Grant Billing Specialist, Grant Billing Approver, Grant Financial Analyst, Grant Manager, Implementers, Principal Investigator, Program Financial Analyst, Program Manager, Project Financial Analyst, Project Manager, University Commitment Office.</p>
<p>Data Audit - Grants</p>	<p>Data Audit – Grants report has been updated to display hierarchy levels.</p>	<p>This report is available to the following Security Groups: Accountant, Accounting Manager, Administrative Accountant, Award Analyst, Award Approver, Award Billing Specialist, Award Contract Analyst and Specialist, Award Task Analyst, Cost Center Approver, Cost Center Financial Analyst and Manager, Director of Sponsored Programs, Finance Admin, Finance Analyst, Finance Executive, Fund Manager, Gift Financial Analyst and Manager, Grant Approver, Grant Manager, Grant Approver, Principal Investigator, Pre-Award</p>

		Specialist, Program Financial Analyst and Manager, Project Financial Analyst and Manager, Sponsored Programs Manager, University Commitment Office.
CR-FIN Find Supplier Payment Status	New columns have been added to the CR-FIN Find Supplier Payment Status: Supplier Invoice Request Number and PO Number.	This report is available to the following Security Groups: Commitment Office, Cost Center Approver, Cost Center Financial Analyst, Cost Center Manager, Finance Auditor, Function Financial Analyst, Fund Financial Analyst, Fund Manager, Gift Financial Analyst, Gift Manager, Grant Approver, Grant Financial Analyst, Grant Manager, Implementers, Principal Investigator, Program Financial Analyst, Program Manager, Project Financial Analyst, Project Manager, Specialty Financial Analyst, University Commitment Office.

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 at the Office of University Compliance and Ethics homepage:

<https://www.slu.edu/compliance-ethics/hotline.php>

