

What's New . . .

April 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.

Business Services

Business Services Training Sessions

March Webinar Recordings

Business Services held two procurement training sessions in March. Access to the webinar recordings and supporting documentation can be found in the Workday Learning module.

Direct links to the recordings are also available here:

[Amazon Business – Tips and Tricks](#)

[Onboarding Tips for Employees who will Purchase Goods/Services at SLU](#)

April Procurement Training Session

Topic: Purchasing Policies and Competitive Bidding Policy

Description: In this session, we will review SLU's Purchasing Policies, including the Competitive Bidding Policy, and the role that Business Services play in administering them. We will also cover the Purchasing Questionnaire in Workday, including: how to attach competitive bids, when a sole source is applicable, and when a purchase is covered by a competitive contract.

Time: Wednesday, April 24, at 9:00 am

Presenter(s): Anne Becker

Registration Link:

https://slu.zoom.us/webinar/register/WN_huGIOWXcSbC3eXCfLPC3oQ

HR Business Manager Training Program Calendar

Click on this [link](#) to view and register for upcoming training sessions in HR's Business Manager Training Program.

Amazon Business Punchout Reference Guide

Please see the attached handout – SLU's Amazon Business Punchout Reference Guide. This document can be found [here](#) and on Amazon Business's supplier page in Billiken Buy.

Central Processing Center**Reminders:**

1. The invoice date should match the date on the backup invoice or receipts. If no invoice number is present, use the invoice date format i.e. 01012024
2. ACH is a required form of payment for all non-student payments.
3. Blanket order dates should be for the fiscal year or life of the grant if grant-funded.

Controller's Office**Reminders:**

- Asset verification
- A 100% verification of research equipment will be scheduled for this summer/fall. Stay tuned for additional information.
- Budget timing

Financial Planning & Budget

Decisions regarding the University's FY25 budget are in process with leadership. Accordingly, we have not yet identified a date in which we will issue the budget bases, workbooks, supporting schedules, and guidelines. However, once issued, a budget refresher course will be recorded and available in Workday Learning. The due date for your budget materials will be communicated at a later date. Thank you for your understanding and patience.

Human Resources

Find upcoming and past training

[2024 Business Manager Programming Public Calendar](#)

International Services Office

An update on processing fees for H1B filing.

Questions should be directed to Catherine Donahue catherine.donahue@slu.edu.

Premium processing went up to \$2805 as of Feb 27.

<https://www.uscis.gov/newsroom/alerts/uscis-announces-inflation-adjustment-to-premium-processing-fees>

The \$460 filing fee goes up on April 1 to \$780.

<https://www.uscis.gov/forms/filing-fees/frequently-asked-questions-on-the-uscis-fee-rule>

Workday Finance

Workday Financials

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



Workday Accounting Structure Updates:

Cost Center Name Changes

E55 VP – Enrollment and Retention Management has changed to **VP – Enrollment Management**

D040 Enrollment and Retention Management has changed to **Enrollment Management**

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
My Procurement Card Transaction Verifications – Detail	A new column has been added to My Procurement Card Transaction Verification – Detail: Activity Code	This report is available to the following security groups: Accounting Manager, Buyer, Commitment Office, Credit Card Transaction Administrator, Employee as Self, Finance Analyst, Finance Auditor, Finance Executive, Implementers, Procurement Administrator, and Procurement Data Entry Specialist.
CR-FIN Fund Balance	New columns have been added to CR-FIN Fund Balance report: Gift is active, Project is Active, and Program is Active.	This report is available to the following security groups: Controller, Cost Center Approvers, Cost Center Financial Analyst, Cost Center Manager, Finance Auditor, Finance Organization Administrator, 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

		<p>Manager, Project Financial Analyst, Project Manager, Specialty Financial Analyst, University Commitment Office.</p>
<p>CR-FIN Fund Balance Cumulative Rev/Expenses/Transfer</p>	<p>New columns have been added to the CR-FIN Fund Balance Cumulative Rev/Expenses/Transfer report: Gift is active, Project is Active, and Program is Active.</p>	<p>This report is available to the following security groups: Controller, Cost Center Approvers, Cost Center Financial Analyst, Cost Center Manager, Finance Auditor, Finance Organization Administrator, 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, Specialty Financial Analyst, University Commitment Office.</p>

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>