

What's New . . .

Aug 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, which may also help others.

Accounting and Financial Reporting

Welcome Michael Borawski to the team!

As an Accountant III/Customer Accounts Lead, Michael will be responsible for overseeing AR, the related contracts, various university survey's and more.

Michael brings over 24 years of experience to the university, has a Bachelor of Science in Accounting and Finance from Fontbonne University, a Master of Arts in Finance from Webster University, and holds a Certified Fraud Examiner certification (CFE).

We're excited to see Michael apply his experience and education to help grow the department and university! Michael can be reached at 314-977-2229 and mike.borawski@slu.edu

Business Services

Thermo Fisher Asheville versus Fisher Scientific

Business Services has noted several instances where departments are attempting to order from Fisher Scientific yet using the supplier Thermo Fisher Scientific (Asheville). Thermo Fisher Scientific (Ashville) is Supplier ID 000154079, and they typically supply equipment and repair services to SLU. Non-catalog orders are issued to Thermo Fisher Asheville. Fisher Scientific is Supplier ID 000010457 and has a catalog in Billiken Buy with lab supplies. Most POs issued to Fisher Scientific are catalog orders that are initiated in Billiken Buy.

When a PO is mistakenly issued to the wrong supplier, it must be canceled, and a new PO created with the correct supplier. In many cases, departments are not aware that a PO has been issued to the wrong

supplier until they contact Thermo Fisher Asheville to request an update on the order status. Care should be taken to select the correct supplier in Workday to avoid delays in the correct supplier receiving their purchase orders. If you have questions regarding which supplier is correct for your purchase, please email marylynn.thompson@slu.edu.

Fuel Surcharges on McKesson Invoices

If you order from McKesson, you may notice a fuel surcharge on your invoice. This is a new charge to SLU customers. Buyers should continue to prepare their purchase requisitions as they have in the past and can approve the fuel surcharge if they receive an invoice match exception task in their Workday inbox. Please reference this [Match Exception Due to Amount or Price Job Aid](#). Please reach out to Mary Lynn Thompson at marylynn.thompson@slu.edu if you have any questions or concerns.

Technology Asset Management Program – What does it mean for Purchasing?

In support of the new ITS technology asset management program, access to the Dell and Apple punchouts in Billiken Buy was restricted to the Asset Technology team in ITS only on 7/1/2023. Computer purchases were also blocked in our Amazon Business punchout. If you have any questions about these changes, please reach out to assetmanagement@health.slu.edu or andrew.chism@slu.edu.

Lowe's Punchout – New in the Billiken Buy marketplace!

Lowe's now has a punchout available in our Billiken Buy marketplace. We encourage departments to use this punchout as it offers additional discounts on products you purchase in the retail store. The punchout allows you to select pick-up or delivery for your order. The delivery fee varies depending on the item(s) ordered. Please reach out to billikenbuyadmin@slu.edu with any questions.

Workday Financials

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

Workday Tips:

Workday allows you to save and personalize your most used search categories to help filter results to find what you are looking for!

In the Workday Search Field, type the information you wish to locate (task or report name), and press enter. A selection of tasks and reports appear based on input in the search field. You will also see the following sections display on the left-hand side:

Saved Categories section are the categories you prefer your search results to display first. Workday will prioritize these categories when displaying your search results. By default, People and Tasks and Reports categories will be in this section.

🔖 **Saved Categories** ▼



More Categories section are all the remaining categories that are hidden and do not immediately display results for that relevant area. You can expand or hide the list of categories by clicking the dropdown.



Configure Search allows you to customize and configure what search categories are most important to you by adding or moving categories to the Saved categories sections.



Workday Accounting Structure Updates:

New Internal Service Provider:

Biology Confocal Microscope

New Sales Item:

Forensic Science Fee

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
Data Audit – Grants	New columns have been added to the Data Audit – Grants report: Award Line Lifecycle Status and Current Award Lifecycle Status.	This report is available to those who manage Grants.
CR-FIN Receivables Aging Detail Standard Report	The CR-FIN Receivables Aging Detail Standard Report is now available in Worksheets.	This report is available to the following Security Groups: Accounting Manager, Accounts Receivable Analyst, Award Analyst, Award Billing Specialist, Award Contract Specialist, Cost Center Approvers, Cash Analyst, Cash Manager, Customer Billing Specialist, Customer Collections Specialist, Customer Deposit Specialist, Customer Payment Specialist, Customer Refund Specialist, Director of Sponsored

		<p>Programs, Finance Analyst, Finance Auditor, Finance Executive, Gift Manger, Gift Financial Analyst, Grant Approvers, Principal Investigator, Pre-Award Specialist, and Tax Manager.</p>
<p>CR-FIN Receivables Aging Summary Standard Report</p>	<p>The CR-FIN Receivables Aging Summary Standard Report is now available in Worksheets.</p>	<p>This report is available to the following Security Groups: Accounting Manager, Accounts Receivable Analyst, Award Analyst, Award Biling Specialist, Award Contract Specialist, Cost Center Approvers, Cash Analyst, Cash Manager, Customer Billing Specialist, Customer Collections Specialist, Customer Deposit Specialist, Customer Payment Specialist, Customer Refund Specialist, Director of Sponsored Programs, Finance Analyst, Finance Auditor, Finance Executive, Gift Manger, Gift Financial Analyst, Grant Approvers, Principal Investigator, Pre-Award Specialist, and Tax Manager.</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 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>