

What's New . . .

October, 2019

Future Business Managers' Meetings

Our next meeting is scheduled for:

- December 12th, Young Hall Auditorium
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Financial Planning & Budget Update

If you would like to present at a future Business Manager Meeting or have suggestions for helpful content, please contact Samantha Myers at samantha.n.myers@slu.edu. We would love to hear about best practices in your area as others could benefit as well.

FY21 Budget Process

On October 1st, an email was sent to all Vice Presidents, Deans, and Business Managers with the following timeline. We appreciate your cooperation in meeting the due dates as they have been accelerated in response to other University initiatives. If you have any questions, please contact Brianne Burcke at ext. 2991.

- October 1st – Forms for Contractual Increases, New Spend Requests, Previously Approved Programs, and Capital Requests distributed
- November 15th – Forms due to the budget office
- October/November – ERM, OIR, HR and B&F work together to develop the enrollment and financial aid estimates for FY21
- December 1st – Management's decisions regarding merit, tuition increases, room & board increases, the endowment spend rate, and new spend are communicated to FP&B
- December BOT Meetings – CFO obtains necessary approvals regarding the budget
- January 31st – Promotions and Job Change requests due to Human Resources through the Workday system; Human Resources will return results by the end of February
- February 3rd – Budget Bases distributed to Vice Presidents, Deans, and Business Managers
- March 31st – Budgets entered in Banner by Business Managers and balanced to Budget Bases
- April – Budgets reviewed by FP&B
- May & June – Budgets loaded into Workday and confirmed by FP&B
- July 1st – Workday Finance GO LIVE

Central Processing Services Update

Upcoming Training Dates in Business & Finance:

**DPV Q & A Session
October 15th, Tuesday
10:00 - 11:00 am
Register via Skillsoft**

**Concur Expense Report Training Session
October 22nd, Tuesday
10:00 - 12 noon
Register via Skillsoft**

Reminder to all Concur Users:

If you have not already done so, please review the opt in communication, previously sent to all users:

Concur has recently partnered with a global payment processor, Bambora, to process expense report reimbursements. You will not see anything different on your end and there are no changes to the user interface.

Concur users will need to “opt in” to authorize Bambora to make deposits to your bank account.

You will not need to re-enter your banking details. To opt in, choose ONE of the two options below.

OPTION 1:

If you submit your own expense report, you will be prompted to opt in directly from the submission screen. Once you’ve checked the box and submitted you’re all set.

This pop up window will only show if you have out-of-pocket expense(s) in the report **AND** you did not do Option 2 prior.

OPTION 2:

This is the best option to opt in for users:

- Who have an expense delegate submit reports for them OR
 - Who don’t have any report to submit and yet want to opt in to the agreement so this is complete OR
 - Who have submitted reports that are still in process OR
 - Who usually submit reports through the mobile app
1. Login to Concur on the computer/browser
 2. Click on Profile
 3. Click Profile Settings
 4. Under Expense Settings at the left-hand side, select Bank Information
 5. Fill out the required fields indicated with a red bar if they are empty. If they are locked, no action is needed.
 6. Check the tick box
 7. Save

Please note:

Expense delegates cannot opt in on behalf of the account owner & you cannot opt in on the mobile app. Once the account owner has opted in one time, there is no other action needed. You will still get the same payment notifications, be paid on the same schedule, and there is no change at all to the Concur interface.

Workday Update



With 90 days until Workday@SLU goes live for HR-related processes at the University, the project team wants to make the SLU community aware of where common tasks will be completed after the new system launches Jan. 1, 2020. Finance/business processes move to Workday on July 1, 2020. Work to build the system is underway and testing will be done in January. Look for more information next spring about business processes that will move when Workday Finance launches.

As communicated previously, academic-related processes will not move in 2020. Workday Student has been licensed for 2021, and the current plan is to begin implementation in 2021 or 2022.

See link for an overview of where you will complete a variety of tasks beginning in January 2020, when Workday@SLU launches for HR activities:

<https://www.slu.edu/news/announcements/2019/september/workday-update-september-2019.php>

For more information about the Workday project, visit slu.edu/Workday or contact Jackie Manikam, Workday project manager.

Controller Update

Banner Finance Overview Training - Please contact lisa.zoia@slu.edu to schedule a training session.

General Counsel Update

The Saint Louis University Compliance 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 Hotline at **1-877-525- 5669**. Additional information and FAQs regarding the Hotline can be found on the University Compliance and Ethics homepage.