Business & Finance Division

What's New . . .

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.

Central Processing Center Reminders:

Upcoming Concur Expense Report training session:
11/14, Tuesday   10:00 a.m.
Register via Workday>Learning module
Direct deposit ACH is the University's preferred and required payment form.
A completed vendor direct deposit/ACH authorization form should be submitted
with a new supplier request in Workday.

Risk Management

The safety and well-being of our university community are of the utmost importance to us. To ensure safe and responsible driving practices on campus, we would like to share some essential common-sense reminders for both vehicle and golf cart operators. Please take a moment to review these reminders.

Important Common-Sense Reminders for Driving for the University
University vehicles, excluding those driven by on-duty DPS officers, should not be used for lunchtime transportation.
Always wear seatbelts when driving or riding in vehicles
The operation of any type of vehicle should not involve the use of cell phones or other electronic devices.
Be especially careful when driving golf carts around doors, pedestrians, and on walkways.

Golf carts should only be driven on streets when it is necessary to safely cross at designated stop light crossings.

Prior to moving the vehicle, ensure that you observe your surroundings.

Always ensure that your vehicle/golf cart is secured. This means locking the vehicle or gold cart and taking the keys with you.

Pedestrians ALWAYS have the right of way

Workday Financials

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

Workday Tips:
In the report prompt section, you can select or unselect more than one attribute by holding down Control A and selecting the first checkbox. This will select or deselect all options, rather than manually selecting each item to include in the report.

Workday Accounting Structure Updates:

New Cost Center:
D213-3 Biostatistics Core (included in D213 HCOR)

New Ledger Account:
1410 Notes Receivable Allowance

New Revenue Category:
Other Contract Revenue posts to Ledger Account 4500 Other Sources.

New Sales Item:
Health Data Sciences Fee posts to Revenue Category Tuition Fees (502) and Ledger Account 4001 Tuition Fees.

New Spend Category:
Escheatment posts to Ledger Account 2004 Escheatment Payable.

Spend Category Name Change
Xerox Managed Print Services has changed to Managed Print Services.

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 – Black and Red Report by Org	The CR – Fin Black and Red Report has been updated with the FY24 actuals column.	This report is available to the following Security Groups: Accountant, Accounting Manager, Administrative Accountant, Award Approver, Budget Amendment Approver, Budget Manager, Controller, Cost Center Approver, Cost Center Financial Analyst, Cost Center Manager, JGG SJL

| Data Audit - Awards | The Data Audit - Awards Report has been updated with the following columns: Initiated Date, Completed Date, and Initiator. | 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 Specialist, Program Financial Analyst and Manager, Project Financial Analyst and Manager, Sponsored Programs q |

Payroll Administrator, and
Payroll Auditor.

Financial Planning and Budget

During the September Business Managers Meeting, the Financial Planning and Budget department
provided tools to Business Managers regarding the review of department operating

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