

## *What's New . . .*

March, 2019

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### **Future Business Managers' Meetings**

Our next meeting is scheduled for:

- June 13<sup>th</sup>, TBD
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### **Financial Planning & Budget Update**

- **General:** 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](mailto:samantha.n.myers@slu.edu). We would love to hear about best practices in your area as others could benefit as well.
- **FY20 Budget:** Considering the President's email dated February 21, 2019 addressing the FY20 deficit, there will be a delay in distributing the budget bases initially scheduled to go out this week. More information will be communicated as soon as it is known.

### **Controller Update**

Banner Finance Overview Training - Please contact [lisa.zoia@slu.edu](mailto:lisa.zoia@slu.edu) to schedule a training session.

### **Central Processing Services Update**

- **Current W9 - Master Vendor Form package:** When sending your vendors the MVF package for vendor setup, please be sure to send them the most recent MVF package which is what is posted on the B & F Documents & Forms page. This package contains the most recent version of the W9 form. Do not send the vendor outdated forms.
- **DPV Reminder:** Please send DPV backup timely to [eseepay@list.slu.edu](mailto:eseepay@list.slu.edu) for all DPV's submitted. DPV's cannot be approved & processed without the necessary backup submitted. Ideally, for timely payment processing, when the DPV is created and submitted, users should be submitting the backup at the same time they submit the DPV.
- **P Card Reminder:** If your departmental P card has any changes to the staff that are in the P card's monthly reviewer/approver roles, please submit the updated information to [cardprograms@slu.edu](mailto:cardprograms@slu.edu).

## **Upcoming Training Dates in B & F:**

### **DPV Q & A Session**

March 5th, Tuesday

1:00 - 2:00 p.m.

Email [diana.reed@slu.edu](mailto:diana.reed@slu.edu) to register

### **Concur Expense Report Training Session**

March 14th, Thursday

10:00 - 12:00 noon

Register via Skillssoft

## **Workday Update**

The Workday implementation at SLU is a complex, multi-year program to improve the way we make mission-driven decisions. To do this, we are replacing the university's core Human Resources (Jan 2020), Finance (July 2020) and Student (TBD) administrative systems with a single, central, integrated system located "in the cloud." More simply put, we are creating a university-wide data source that allows our people to access information in real time through the internet.

We will also be reimagining and standardizing various administrative processes to improve the way we collect, report and analyze our data, which will better equip all of us to make insight-driven decisions to advance our respective departments, schools, and the university overall. As we streamline processes and reduce inefficient processes, faculty, students and staff will spend less time on administrative tasks and more on SLU's mission.

The program concluded the Strategy Phase in early February and started the Plan Phase for implementation of HCM (human capital management) in mid-February. We do not begin the Plan Phase for Finance until late July, but we'll begin preparing well in advance with activities such as identifying key reports and designing new service delivery models.

## **Accounting Update**

Effective July 1st, 2019, we are required to adopt a new accounting pronouncement, ASU 2016-02 "Leases" (Topic 842). This will result in establishing a right to use asset and lease liability for all building and equipment leases that are greater than 12 months in duration and with payments greater than \$5,000 annually. Please contact Kirsten Miller, [kirsten.miller@slu.edu](mailto:kirsten.miller@slu.edu), in Financial Planning & Budget if you have any current equipment leases that are greater than \$5,000 annually and greater than a 12-month term. As new leases are entered it will also be important to keep Kirsten in the loop. The building leases have been provided by Facilities, but we do not have a central spot to obtain equipment leases. Please note that the lease expense that departments have charged to their fund / account in the past will remain the same.

## **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-KNOW \(5669\)](tel:1-877-525-KNOW). Additional information and FAQs regarding the Hotline can be found on the General Counsel Homepage.