



## What's New . . .

April 2021

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### Business Managers' Meetings

Our Business Managers' Meeting, originally scheduled for Thursday, June 10, 2021, at 9:00 a.m. A Zoom link and agenda will be sent closer to the date.

If you would like to present at a future Business Manager Meeting or have suggestions for helpful content, contact Jessica Winet-Fleer at [jessica.winetfleer@slu.edu](mailto:jessica.winetfleer@slu.edu). We would love to hear about best practices in your area as others could benefit as well.

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### Controller's Office

As a reminder, beginning with the quarter ending on March 31<sup>st</sup>, 2021 each VP/Department Head should meet with their Business Manager(s) to review expenses vs. budget for their Unrestricted funds, inquire about variances, and question where and how money is being spent. Additionally, for Designated funds (gifts, programs, or projects in Workday) they need to review balances and what the money is being spent on to ensure funds are being spent in a proper manner.

The Business Manager(s) should prepare an analysis and share with the Vice President/Department Head by the end of the month following the quarter-end (e.g., April 30<sup>th</sup>). The Business Manager should run a report and noting variance to budget would also be sufficient. In addition, the Business Manager should run a report for Designated funds, indicate what the transactions represent, and if the fund is in deficit, how that is being addressed. Subsequently, a meeting/Zoom is recommended however it is at the discretion of the Business Manager. If a meeting is held, indicate the date, time, and any follow-up. This will serve as documentation of our compliance.

### Financial Planning & Budget Update

As addressed at the [March Business Manager meeting](#), the FY22 Budget guidelines, bases, supporting documents, and [example](#) have been distributed. Contact [budgetoffice@slu.edu](mailto:budgetoffice@slu.edu) with any report access issues or to schedule an individual session to review your cost center budget, prepare your compensation files, and walk through the process. As a reminder, budget files are due May 7<sup>th</sup>, 2021.

### Workday Finance

#### Grants Management Project

On March 8<sup>th</sup>, 2021 the Workday Financial Systems team, in conjunction with the Grants Office, started an engagement with Workday consultants to address some implementation issues within the Grants Management area for Workday Financials. This engagement will continue through May 31, 2021 and is designed to correct issues that are impacting Sponsor Invoicing and Budget vs. Actual reporting for Grants and Awards. This

project is an extremely high priority for the team members involved and will continue to be our primary focus through the end of May.

### **Report Updates**

- Statement of Account: Corrected revised budget column and added a Report Total section.
- Receivables Aging by Org: Updated to age correctly for prior periods.
- Budget Vs Actual by Org/SLUCare: Corrected revised and current budget, added header memo to Detail View and fixed Fund prompt.
- Income Statement Projection SLUCare: Updated heading for projection column to reflect Plan Name chosen at prompt time.
- Report of Transactions by Org: Added the Header Memo to the Detail View.
- Report of Transactions ó Grants Management: Added a mandatory field (Award), so the report cannot be run without filters. This report is very detailed, so it should have some additional prompts completed by the user before running. Also, updated security so the Award and Grant listed options match your organizations.
- Trial Balance Prior Yr Comparison: Added Program to the Drill Down options.
- Find Supplier Invoices: Added Payment Status and Payment Type to prompts and as columns.
- Fund Balance: Updated Drill Down options and Detail view to be more consistent with other reports.
- Supplier Contract Detail by Org: Modified the report to prompt for organization, changed the sorting, and added the version column.
- Purchase Orders: Goods Received, Not Invoiced: Added a filter to exclude Closed and zero-dollar Pos.

### **Reports In Progress**

- Accounts Payable Accrual by Supplier
- Asset Net Book Value Detail

### **Workday Financial Training: Office Hours Available**

We are pleased to announce Workday Financial Office Hours. In these sessions we will cover Workday Financial questions relating to Financial Reporting, FDM, Accounting, and other related topics. We encourage you to bring any questions or concerns relating to Financials. You can join the meeting whenever it is convenient for you during these office hours.

If you would like to submit your questions in advance of the office hours, please send them to [wdfinance@slu.edu](mailto:wdfinance@slu.edu)

**Click the date below to register:**

1. From the Workday home page, type

- Granola Bars
- Peanut butter
- Flour
- Sugar
- Cooking oil
- Spices
- Snacks
- Canned fruit
- Laundry detergent

### **Food for Thought: A Food Insecurity Educational Series**

Billiken Bounty is hosting a food insecurity educational series throughout the month of April, each Wednesday at 6pm:

April 7th: Food insecurity basics and simulation activity

April 14th: Panel discussion

April 22nd (Thursday): Health disparities and cultural considerations

April 28th: Advocacy and involvement

The zoom link to register for all four

sessions: [https://slu.zoom.us/meeting/register/tJcudOyprTwoE9SCP\\_MMe--ayYXQw4idPusR](https://slu.zoom.us/meeting/register/tJcudOyprTwoE9SCP_MMe--ayYXQw4idPusR)

Refer to the attached flyer. Also check out Billiken Bounty on Instagram (@billikenbounty) and Facebook pages.

### **Office of Compliance & Ethics**

The Saint Louis University Integrity Hotline is available as a confidential, toll-free resource for anyone with a concern regarding