

What's New . . .

December 2022

Business Managers' Meetings

The next Business Managers' Meeting is scheduled for Thursday, March 9, 2023, at 9:00 a.m. in Busch Student Center, 251A, located at 20 N. Grand Blvd, St. Louis, MO 63103.

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

Business Services

Adobe Purchases

Currently, Saint Louis University is experiencing delays when renewing Adobe licenses. If you are running into issues or long lead times from CDW-G, please reach out to Andrew Chism at Andrew.chism@slu.edu.

Workday Reminder Regarding Purchase Requisitions with \$0 Line Items

Purchase requisitions with a \$0 line item will require sourcing to a purchase order before the PO can be sent to the supplier. After the requisition routes for approval, the sourcing event will be sent to the initiator's inbox (or Sourcing Buyer, when applicable). Select OK and the PO will issue.

Inbox

Actions Archive

Viewing: All Sort By: Newest

Requisition: RQ-000017334, Requester: Anne Becker, Date: 09/24/2020, Amount: \$0.00
2 minute(s) ago - Due 09/26/2020

Requisition: RQ-000016977, Requester: Jennifer Purice@l, Date: 09/15/2020, Amount: \$32,244.24
5 day(s) ago - Due 09/20/2020

Requisition: RQ-000017223, Requester: Darlene Gordon, Date: 09/18/2020, Amount: \$15,354.50
5 day(s) ago - Due 09/20/2020

Requisition: RQ-000017219, Requester: Darlene Gordon, Date: 09/18/2020, Amount: \$19,320.00
5 day(s) ago - Due 09/20/2020

Requisition: RQ-000017145, Requester: Kathryn Dorch, Date: 09/17/2020, Amount: \$12,328.00
5 day(s) ago - Due 09/20/2020

Source Goods and Services Requisition
2 minute(s) ago - Due 09/26/2020

Requisition Summary

Requisition: RQ-000017334
Company: Saint Louis University
Requester: Anne Becker
Requisition Date: 09/24/2020
Requisition Type: Standard Purchase Order
Sourcing Buyer: (empty)
High Priority

OK Cancel

The person who sources the requisition to a PO (the requester or Sourcing Buyer, when applicable), will be noted as the PO Buyer. If you have any questions on this, please contact Anne Becker at anne.becker@slu.edu.

Amazon Business

Due to Amazon Business' ongoing delivery issues across campus, we encourage departments to order goods from other preferred suppliers in the Billiken Buy marketplace when possible. We have escalated the delivery issue with Amazon Business and hope to find a resolution soon. If your department needs assistance in finding alternative suppliers for goods, please reach out to your contact in Business Services.

Staples – “SLU Preferred Technology Products” new pricing list now in Staples punchout

Business Services has partnered with Staples to create a Technology Solutions standards page located in the Staples catalog. Dell will continue to be the exclusive provider of laptops and computers, but for other miscellaneous technology purchases including headsets, please use the attached document titled “Saint Louis University Technology Program Launch” to navigate to Staples Technology Solutions page in Billiken Buy. If you have any questions on this topic, please reach out to Andrew Chism at andrew.chism@slu.edu.

Treasury & Investments

2023 PCI Training

Faculty and Staff that handle, process, or encounter cardholder data at Saint Louis University are required to complete an annual PCI compliance training. The annual PCI training will be distributed via email to faculty and staff in January 2023.

As a reminder, Merchant Managers are responsible for managing merchant processing for their respective area and ensuring all individuals complete PCI training prior to handling or processing credit card data and annually thereafter. In addition, Merchant Managers are required to maintain a current listing of employees who process or handle credit or debit card data. This listing must be emailed to merchantservices@slu.edu by December 15th on an annual basis.

Please contact Evan Ace at 314.977.7073 or email merchantservices@slu.edu.

Workday Financials



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

Workday Accounting Structure Updates

- **New Internal Service Provider**
 - KSLU
- **New Cost Center**
 - D772 Jesuit Worldwide Learning
- **Other**
 - See **Crosswalk: Financial Reports** in the Workday Job Aid & Video Library for a listing of useful reports.

Office of 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 FAQs regarding the Integrity Hotline can be found at the Office of University Compliance and Ethics homepage. See attached link: <https://www.slu.edu/compliance-ethics/hotline.php>.



NEW Technology Solutions for Saint Louis University

At Staples, we know that work is always evolving. Therefore, we know it's important to ensure you have access to a wide assortment of technology products with market-aggressive pricing.

Did you know? Staples Shopping Lists make it easy to order and reorder the supplies you need most often.

Designed just for you, use the **SLU Preferred Technology Items** Shopping List before searching the entire Staples catalog to get quick access to everyday tools that help keep you connected and productive in your daily work life.

Access your customized shopping list on Billiken Buy using these three simple steps.

Step 1

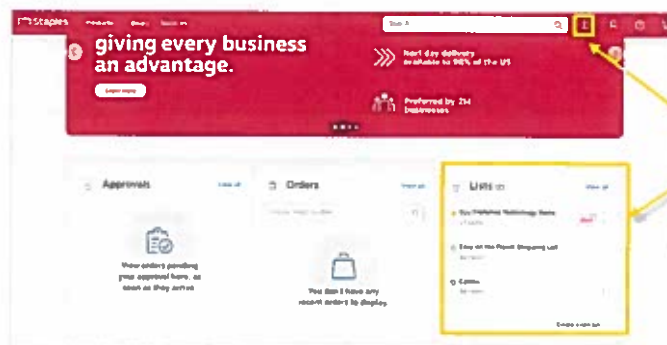
Log in to your account.

Step 2

Go to My Lists.

Step 3

Find the new items on the **SLU Preferred Technology Items** Shopping List.



Search Shopping Lists

Visit Billiken Buy to view the assortment and purchase.

Questions? Contact your Staples Key Account Manager, Jeff Hirsch, at Jeff.Hirsch@Staples.com or your Inside Key Account Manager at Diana.Albrecht@staples.com.