

What's New . . .

October 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

How to Create an RFQ in Billiken Buy

Workday Finance users have the option to request quotes from suppliers using Billiken Buy's RFQ (request for quote) function. RFQs can be issued to meet Saint Louis University's competitive bidding requirement (a purchase will exceed \$10,000 - therefore three bids are required). It can also be used to request special pricing from a single supplier. Most suppliers in Billiken Buy are eligible to receive and respond to RFQs.

Please see the attached document for instructions on how to create an RFQ in Billiken Buy.

New StataCorp PO Processing Requirement

StataCorp provides statistical software to various departments across campus. We were notified recently that StataCorp is enforcing a new PO submission requirement and we are passing it along as an FYI for future purchase orders. You will still initiate your purchase requisition in Workday, and it will be sent to StataCorp via Billiken Buy; however, StataCorp requires that Buyers submit their approved purchase orders via the StataCorp website for processing. The site can be found at this link:

<https://www.stata.com/order/purchase-order/>

After clicking on that link, you will fill in the requested information, and upload a copy of your PO. The PO number will be the same for your order. You can download a copy of your PO PDF by clicking on the "purchase order" link in Billiken Buy:

Order PO-000158012

Saint Louis University > StataCorp LLC

Purchase Order


Order Number	PO-000158012	Requisition	
Buyer	Jessica Kilmade 	Originators	
Order Date	9/1/2022 10:01 AM	State	Order - Open
Created Date	9/1/2022 10:01 AM	Organization Unit	
Order Submission	Send Electronically	Documents	
Payment Method	On Account		

Attachments

 Drop files to attach, or [browse](#)

Size limit 50MB

External Yes



These notes and a quick link to StataCorp's order site have been added to StataCorp's supplier profile in Billiken Buy.

Questions on this change can be sent to anne.becker@slu.edu.

Workday Procurement and Billiken Buy Questions

Any questions regarding Workday Procurement and Billiken Buy can be sent to anne.becker@slu.edu or billikenbuyadmin@slu.edu.

Central Processing

Accounts Payable's Top 10 Processing Reminders:

1. Please do not enter service dates on Requisitions unless it is for a blanket order. Service date fields should be left blank unless for a blanket order.
2. Select a services line, not a goods line on all blanket orders.
3. Blanket order req type use for a PO is for the whole fiscal year. Do not submit a blanket order for one invoice.
4. Departments and approvers should be verifying addresses on Supplier Invoice Requests before submitting and approving. If the address is not in Workday that matches the back-up, then an email should be sent to supplieraccounts@slu.edu.
5. If you need PO's closed, please email accountspayable@slu.edu.
6. Invoices being sent to departments and not A/P should be forwarded to accountspayable@slu.edu along with the PO number, if it is not referenced on the invoice.
7. Provide vendors the blanket order number for the fiscal year. Blanket PO #'s do not automatically go to vendors, it is the department's responsibility to be providing these PO numbers to the vendors.
8. Every order over \$250 requires receipt in Workday. The person/department submitting the order is responsible for creating the receipt timely in Workday.
9. If an invoice # does not exist on the document, then please enter the date as the invoice # and use this format: '07012022'.
10. When requesting new supplier set up, a reminder that SLU's preferred form of payment is Direct Deposit ACH.

Grants/Research

The Workday 2022 R2 release featured the ability to build and configure the Correct Award Business Process. Previously, Correct Award was not a configurable BP. This new enhancement allows for grants management end users to make corrections to Awards, which will then be routed to appropriate reviewers, based on the correct award reason selected.

If you have questions regarding this new BP, please reach out to Matt Renaud at matt.renaud@slu.edu.

Workday Financials



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

Workday Reporting Updates

- **CR FIN Report of Transactions – Org**
 - New column for Last Moment Updated – useful at fiscal year-end for reviewing transactions with a June 30 Accounting Date

Workday Accounting Structure Updates

- **New Cost Center Hierarchies**
 - S01 School of Social Work (Superior is E30 Provost CCH)
 - S01-1 School of Social Work Operational (Superior is S01 CCH)
 - S01-2 School of Social Work Instructional (Superior is S01 CCH)
- **Change to Name of Existing Cost Center Hierarchies (these names are not final)**
 - S08 Parks College to **School of Science and Engineering**
 - S08-1 Parks College Operational to **School of Science and Engineering Operational**
 - S08-2 Parks College Instructional to **School of Science and Engineering Instructional**
- **Change to Existing Cost Centers**
 - **D007-1 SSW-General**
 - Moved from D007 Social Work / S11-2SW CPHSJ-Social Work to **S01-1**
 - **D007-2 SSW-Social Work**
 - Moved from D007/S11-2SW to **S01-2**
 - **D007-3 SSW-Criminology & Criminal Justice**
 - Moved from D007/S11-2SW to **S01-2**
 - **D007-4 SSW-Urban Planning & Development**
 - Moved from D007/S11-2SW to **S01-2**

- **D007-5 SSW-Applied Behavioral Analysis**
 - Moved from D007/S11-2SW to S01-2
- **D078 Chemistry**
 - Moved from S02-2 Arts and Sciences Instructional to S08-2
- **D130 Computer Science**
 - Moved from S02-2 to S08-2
- **D150 Earth & Atmospheric Sciences**
 - Moved from S02-2 to S08-2
- **D574 Physics**
 - Moved from S02-2 to S08-2
- **Other**
 - See **Crosswalk: Financial Reports** in the Workday Job Aid & Video Library for a listing of useful reports.

Office of Compliance & Ethics



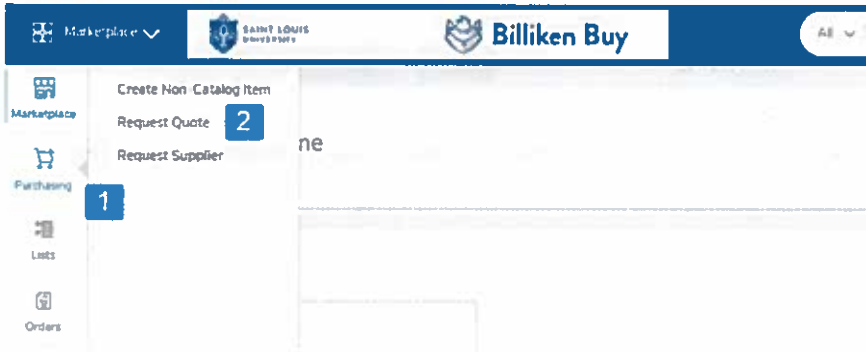
The Saint Louis University Integrity Hotline is available as a confidential, toll-free resource for anyone with a concern regarding business, billing, and/or ethical practices in his or her department. Anonymous or self-identified reports of any nature can be made to the Integrity Hotline at 1-877-525-5669. 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>.

How to Use the Request for Quote Function in Billiken Buy:

Workday Finance users have the option of requesting quotes from suppliers using Billiken Buy's RFQ (request for quote) function. RFQs can be issued to meet Saint Louis University's competitive bidding requirement (a purchase will exceed \$10,000 - therefore three bids are required). It can also be used to request special pricing from a single supplier. Most suppliers in Billiken Buy are eligible to receive and respond to RFQs.

To create a "Request for Quote" in Billiken Buy, follow these steps:

Click on "Purchasing" on the marketplace menu and then select "Request Quote":



Complete the RFQ required fields: RFQ Name, RFQ Description, and Response Date. Select "Continue".

Request Quote

Saint Louis University

Header Suppliers Attachments Email Confirm

RFQ Type
Default

RFQ Name
Quote MacBook Air 142 Silver 24GB 1TB 1

RFQ Description
24GB unified memory 2

Suppliers must respond by this date
Response Date (Tz)
7/25/2022 3

Suppliers will be sent a reminder on this date
Reminder Date

Contact Name
Zhenguo Lin

Contact Email
zhenguo.lin@slu.edu

< Back Continue > 4

Select Apple Inc. from the Supplier drop-down menu (you can type it or scroll down), Click on "Add". Repeat this step to add additional suppliers. Once you have added all the suppliers you wish to include in the RFQ, Click "Continue":

Request Quote

Saint Louis University

Header Suppliers Attachments Email Confirm

Supplier Apple Inc 1 Add 2

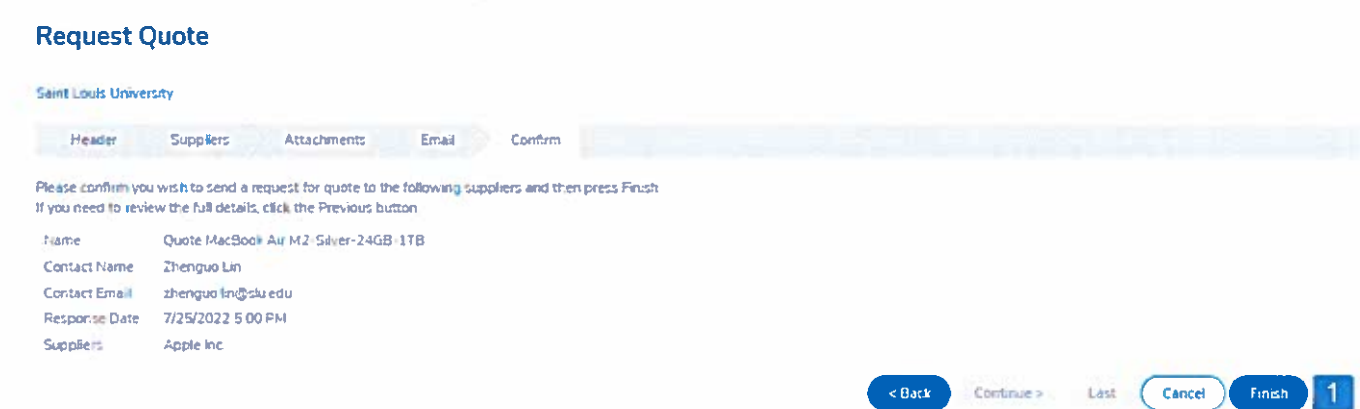
Name

< Back Continue > 3

You can add attachments on the next screen by dragging and dropping them or uploading them. Click “Last” to move the final screen before submitting your quote request.



Review your quote request details. Select “Back” to return to previous screens to edit. Select “Finish” to send the RFQ to the suppliers.

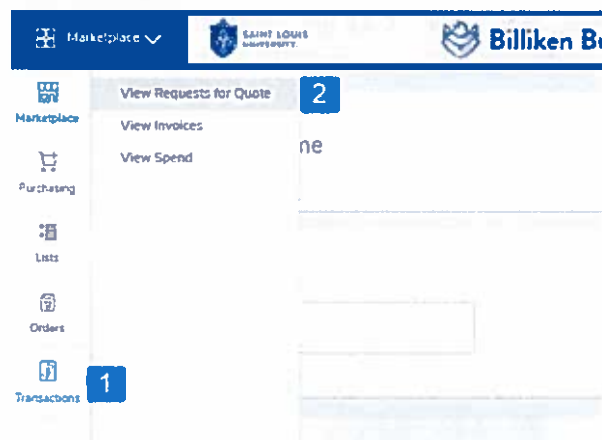


You will be notified by email when suppliers have responded to your quote. At that time, you should review your quotes to determine which supplier’s quote best meets your needs.

You can initiate a purchase requisition by following this job aid and selecting “Connect to Supplier Website” to be taken into Billiken Buy:

[Create a Requisition: Standard Purchase Order](#)

Once in Billiken Buy, click on “Transactions” under the marketplace menu and select “View Requests for Quote”:



Select the Request for Quote that you wish to view:

Requests for Quote

RFQ ID: Supplier: Period: Last 90 Days

Search

RFQ Name	RFQ ID	User	Created Date	Response Date	State	Accepted
iPad Pro 12.9 + Apple Pencil + Magic Keyboard	SLU-101494	Zhenguo Lin	7/15/2022 6:49 PM	7/22/2022 5:00 PM	Issued	1
iPad Pro 12.9 + Apple Pencil + Magic Keyboard	SLU-101493	Zhenguo Lin	7/15/2022 5:42 PM	7/22/2022 5:00 PM	Cancelled	0
MacBook Air M2 Silver 24GB 1TB	SLU-101490	Zhenguo Lin	7/8/2022 12:39 PM	7/15/2022 5:00 PM	Responded	1
MacBook Air (silver) with M2 chip	SLU-101481	Zhenguo Lin	7/14/2022 3:48 PM	7/21/2022 5:00 PM	Responded	1

Review the Quote header details and select “View” to see each supplier’s response:

RFQ MacBook Air M2-Silver-24GB-1TB

Header Attachments

Supplier	Email	State	Price	Expiry Date	Quote Name
Apple Inc.	linh_matthews@apple.com	Quoted	\$2,099.00	7/14/2023 11:00 PM	MacBook Air M2 Silver-24GB-1TB

RFQ ID: SLU-101490
RFQ Name: MacBook Air M2-Silver-24GB-1TB
State: Responded
Description: MacBook Air with M2 chip - Silver
 Apple M2 chip with 8-core CPU, 8-core GPU, 16-core Neural Engine
 24GB unified memory
 1TB SSD storage
 67W USB-C Power Adapter
Created Date: 7/8/2022 12:39 PM
Reminder Date: 7/8/2022 12:00 PM
Response Date: 7/15/2022 5:00 PM
Contact Name: Zhenguo Lin
Organization: (SLU_ORG) Saint Louis University
Contact Email: zhenguo.lin@slu.edu

Click “Add to Cart” to add the item(s) to your shopping cart from the quote you select and proceed to checkout:

Quote MacBook Air M2-Silver-24GB-1TB **1** **Add to Cart**

Saint Louis University - Apple Inc.

Quote Name: MacBook Air M2 Silver 24GB 1TB
 Quote Reference: 20220711001
 State: New
 AC/Adapters: 20220711001

Published Date: 7/14/2022 11:41 AM
 Expiry Date: 7/14/2023 11:00 PM
 Supplier: Apple Inc.
 Buyer: Matthew Lin

Item	Quantity	Unit Price	Subtotal	Tax	Recreation	Char
1x MacBook Air M2 24GB 1TB 512 Silver	1	\$1,979.00 / Each	\$1,979.00	\$100		
1x Apple AC - the Original 67W USB-C Power Adapter	1	\$199.00 / Each	\$199.00	\$200		

Subtotal: \$2,098.00
 Tax: \$0.00
 Total: \$2,098.00

Select Checkout to return your items to Workday and submit your purchase requisition.

Note: If your purchase amount exceeds \$10,000 and required three bids, screenshots of the bids should be attached to your purchase requisition when the purchasing questionnaire is triggered.

If you have any questions or issues regarding this RFQ process, please reach out to billikenbuyadmin@slu.edu.