

What's New . . .

February 2025

Business Managers' Meetings

The next Business Managers' Meeting is scheduled for March 6, 2025

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.

Budget Office

Spend Management Projection

Thank you for all your assistance in completing the monthly spend management projections! Next spend management analysis is due to the Budget Office (budgetoffice@slu.edu) by February 20th, 2025.

- January – due **February 20th**
- February – due **March 20th**
- March – due **April 20th**
- April – due **May 20th**
- June – due **July 20th**

Adaptive Planning

Business managers, please be on the lookout for upcoming communications on a new budgeting and forecasting tool called Adaptive that will go live this summer. More information to come soon!

FY26 Budget

The FY26 budget process is in full swing. We have not yet identified a date on which we will issue the budget bases, workbooks, supporting schedules, and guidelines. However, once issued, a budget refresher course will be recorded and available in Workday Learning. The due date for your budget materials will be communicated at a later date. Thank you for your partnership and patience!

Welcome

We would like to welcome Atlanta Fontan, Financial Analysis Manager, to the Budget Office. Atlanta started on January 27th. Atlanta comes to SLU with over 10 years of accounting and financial planning/analysis experience. Most recently, Atlanta served as a finance manager at Bayer. We are thrilled to have her as part of our team. Please say hi or introduce yourself if you see her around.

Business Services

Procurement Training Webinars

There are many on-demand webinars available in Workday Learning to meet staff procurement training needs. Here are some direct links that we recommend for new employees or anyone who purchases goods/services and would like a refresher:

[Purchasing Policies and Competitive Bidding Policy](#)

[Onboarding Tips for Employees who will Purchase Goods/Services at SLU](#)

[Navigating Billiken Buy](#)

[Workday Procurement-Receiving](#)

Amazon Business

If you are new to using the Amazon Business punchout in Billiken Buy or need additional training, we encourage you to reference these training guides:

[FAQs: Amazon Business for SLU Reference Guide](#)

[Webinar: Amazon Business – Tips & Tricks](#)

For all questions related to Workday Procurement and Billiken Buy training, please email anne.becker@slu.edu.

Workday Financials

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



Workday Accounting Structure Updates:

New Sales Item:

Inclusive Access Materials

International Student Transfer Fees

New Contract Custom Orgs:

AB Eagle Billboard Lease

Book Royalties

Dr. Erica Salter Ethics Committee – Cardinal Glennon
 Outfront Billboard Lease
 Sigma Guest Seminar Speaker
 Unclaimed Property

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 Award Proposal Report	This report has been updated with a new column: Is Subaward?	This report is available to the following security groups: Accounting Manager, Award Contract Specialist, Award Specialist (Unconstrained), Finance Analyst, Finance Auditor, Finance Executive, Pre-Award Analyst, Pre-Award Specialist (Unconstrained), and Sponsored Programs Manager.

Office of University 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 on the Office of University Compliance and Ethics homepage:

<https://www.slu.edu/compliance-ethics/hotline.php>