

Business & Finance Division

# What's New . . .

## General Processing Center

PO vs P card payment reminder:

If you issue a PO to a supplier for payment, do not then use the P card to pay the invoice(s) billed against the issued PO. This causes confusion and duplication of work and the potential to pay the supplier twice.

AMEX T & E card reminder:

The University offers all employees with the business need the opportunity to apply for a SLU T&E card through American Express. The T&E card reduces out of pocket business expense for business travel or local business expense.

T&E card charges are integrated with our expense reimbursement platform, Concur, for streamlined reimbursement directly to the card account. If you travel on SLU business or incur local business expense, employees can apply for a T&E card with their manager's approval. Email [CardPrograms@slu.edu](mailto:CardPrograms@slu.edu) for additional information.

Personal credit reimbursement reminder:

Do not use personal credits i.e. airfare, uber, etc... to pay for business expenses and then request reimbursement for the personal credit amount. Personal credit amounts are non-reimbursable.

## Budget Office

As mentioned in last month's "What's New", and as President Pestello noted in his correspondence on April 25, 2024, delays in the FAFSA process have affected the timing of the University's budget process



## Amazon Business – Delivery Reminder

If you select “Rush Shipping” at checkout, it will override the delivery timeframes we have established with Amazon Business. Weekend deliveries might happen, and the product could get lost. Please plan your deliveries accordingly to avoid items potentially getting delivered over a weekend.

## Workday Finance

Workday Financials

Questions or issues with Workday Financials? Contact [wdfinance@slu.edu](mailto:wdfinance@slu.edu)



**Workday Accounting Structure Updates:**

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New Internal

Report Name	Update/Description	Functional Area
CR - FIN - Find Purchase Orders - Open Encumbrances	Added Purchase Order Type Column	<p>The report is available to following security groups: All SLU Workers  Buyer, Cost Center Approver \$100K, Cost Center Approver \$200K, Cost Center Approver \$25K, Cost Center Approver \$2M, Cost Center Approver \$50K, Cost Center Approver \$5K, Cost Center Financial Analyst, Cost Center Manager, DN Security  OF Data  DNU Data</p>

Data Audit - Grants

Added Worktags & Activity Code  
column

The report is available to  
following security groups:  
Accountant, Accounting  
Manager, Administrative  
Accountant, Award Analyst,  
Award Approver,  
Award Billing Specialist,  
Award Contract Analyst,  
Award Contract Specialist,  
Award Contract Specialist  
(Unconstrained), Award  
Specialist,



