



Business & Finance Division

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**May 2021**

### **Business Managers' Meetings**

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

## Workday Financial Reporting Updates

- *New Reports*

- **Supplier Invoice Accrual**

- Used to identify Supplier Invoices that are In Progress at the end of the month for accrual purposes.

- **Supplier Invoice Request Accrual**

- Used to identify Supplier Invoice Request that are In Progress at the end of the month for accrual purposes.

- *Report Updates*

- **Trial Balance by Org**

- Added Ad Hoc Bank Transactions (AHBT) field to drill down detail

- **Consolidated Trial Balance**

- Fixed the Fund prompt to work as expected

- **Internal Service Delivery**

- Added *Created by* Field

- **Customer Contract Related Customer Invoices**

- Added Invoice Amount and Payment Status

- **Receivables Aging by Org**

- Added Contract and Contract Type

- **Budget vs Actual (all versions)**

- Added Function to drill down

- **Data Audit Gift and Gift Hierarchies**

- Added Responsible Organization as a column

- *Reports in Progress*

- **Asset Verification**

- Needed for departments to verify that they are in possession of assets.

- **Assets Net Book Value**

- Need updated version that ties to the trial balance

- **Find Purchase Order for Close Process**

- Detailed report by purchase order line for AP team to determine PO's that need to be closed

- **Development Award Report**

- Awaiting approval

## Workday Financial Office Hours

Due to the positive response to Workday Financial Office Hours, we have decided to extend the dates the office hours will be offered through May.

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:**

[May 6th 9-10am](#)

[May 13th 9-10am](#)

[May 20th 9-10am](#)

[May 27th 9-10am](#)

## **Human Resources**

Last month we focused on *Contracting 101* with the Office of General Counsel to review the current contracting process at SLU. You can view that session [here](#) if you were unable to attend. We also looked more closely at *Workday Reporting for Procurement* (part two) and covered topics like purchase requisitions, purchase orders, supplier contracts, and receipts. You may watch that recording [here](#) for your convenience.

**This month, we are pleased to announce two new sessions:**

### ***Workday Reporting for Business Managers- Finance***

[May 19th 9am-10am](#)

In this session we will cover the most used reports. You will learn why to use specific reports, how to interpret the data you gather, and the best way to manipulate the information to best serve your business unit. Please