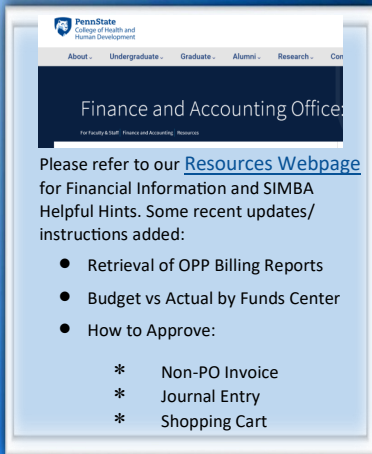


Finance Website



SIMBA/SAP Concur Classes:

Travel Expense

Session 28320, Wednesday
4/10/24
10:00 AM

Session 28321, Wednesday
5/8/24
10:00 AM

Goods & Services

Session 28322, Thursday 4/18/24
1:00 PM

Session 28323, Thursday 5/16/24
1:00 PM

[Request Pcard Maintenance](#)

BOBJ Open Office Hours

2023 Reporting Office Hours:

BOBJ - 2nd Tuesday of each month, 9:00-10:00 am

Open Reporting Hours- 4th Thursday of each month, 9:00-10:00 am

All sessions will be hosted via [Zoom](#)

If you have someone who is new to SIMBA BOBJ or Webi reports (or if you need a refresher) it will be incredibly helpful to watch the [Webi 101 Session](#).

SOLE SOURCE JUSTIFICATION FORM

Starting April 15, a redesigned Microsoft Form will be the only option for submitting a sole source justification request.

Upon completing the form, the submitter receives an instant email with a PDF of the Microsoft Form. The submitter acquires the appropriate signature on the form (electronic signatures are acceptable) and then attaches the form to a shopping cart for Central Procurement's review.

BLOCKED INVOICE REPORT

Users should be reviewing the "Blocked Invoice No GR Report" SIMBA Tile to determine outstanding goods confirmations. [Link](#) for instructions on how to run this report.

The items indicated on this report are invoices that have been blocked for payment due to a missing goods receipt/good confirmation.

REQUEST FOR CASH ADVANCE FORM

The [Request for Cash Advance](#) form with the "Complete At The Time Advance Requested" section completed and signed by the employee must be attached to the SIMBA document when requesting an advance. When fully settling an advance, the "Advance Returned" section needs to be completed and signed by the employee who requested the advance. See notes below regarding partial, full, or final partial settlement instructions.

When settling a cash advance in SIMBA, the text field should be in this format- Joe Smith research settlement# 1900012345. The following backup will need to be attached:

- If partial settlement-
 - ◇ Request for cash advance form from initial request
 - ◇ Cash Advance Settlement log
 - ◇ For final partial settlement, the "Advance Return" section completed and signed by the employee
 - * "Other Fund" box should be checked
 - * Financial Officer signature will be obtained by Finance when settlement JE is approved
- If full settlement or final partial-
 - ◇ Request for cash advance form from initial request, with the "Advance Return" section completed and signed by the employee
 - * "Other Fund" box should be checked
 - * Financial Officer signature will be obtained by Finance when settlement JE is approved
 - ◇ Cash Advance Settlement log