

### Finance Website



### Pcard Quarterly Newsletter Information

#### Group Meal/Group Meeting Support Form:

Hard copy Group Meal/Group Meeting Support Forms are no longer required to be attached to the SAP Concur Expense.

#### PNC Issuing New PCard:

Lost, Stolen, or Fraud - PNC can cancel a PCard but they cannot issue a new card. New card requests need to be done in the cardholders profile in SAP Concur.

#### SIMBA SHORTS

[SIMBA Shorts](#) are bite sized learning nuggets which contain a video and commentary explaining a single transaction. Several SIMBA Shorts surrounding Shop Onlion are currently available. Keep checking back because new items are continually added.

### WEARABLE TECHNOLOGY

Please be aware that "Wearable Technology" has been added as a **prohibited** use to [Policy BS14 – Specific Restrictions of Goods and Services](#) for the Purchasing Card. Wearable Technology is classified as any smart electronic device(s) that are worn close to and/or on the surface of the skin, where they detect, analyze, and transmit information concerning e.g. body signals such as vital signs, and/or ambient data and which allow in some cases immediate biofeedback to the wearer. Special Research and Information Security requirements preclude use. All such requirements must be routed via a Purchase Order (PO) request through Procurement Services for routing of applicable reviews and approvals.

In IBIS, when wearable technology was purchased and kept by participants, o/c 309 was used. For purchases in SIMBA, please use one of the following GL's:

- GL 52210500 - SUP-Laboratory, when less than \$50
- GL 52271000 - EQ-NC-Non-Cpt-Is5000, when over \$50



### CREDIT BY PORTFOLIO FEES (Update from October Newsletter)

Payments received for credit by portfolio fees, flat fee of \$390:

- Credit \$40 to Undergrad Admissions Cost Center 2953510000 using GL Account 42050800, Misc Student Fees
- Credit remaining \$350 to appropriate department Cost Center using GL Account 42050800, Misc Student Fees

### WE HAVE 2 NEW GL CODES AS FOLLOWS

52210160 - GEN-BKS BIND VID CD - General – Books Bindings Videos CDs


52210161 - GEN-BKS BIND-ETC-UFA - General – Books Bindings Videos CDs-UFA

These are GL codes that will be used for purchase of Books, Bindings, Videos, CDs. This new GL will allow end-users to choose the correct code which is more descriptive and helpful for our sponsors. Please use these codes vs the generic 52210100/52210101 General Office Expense codes when purchasing the listed items.

### SIMBA: QUICK GUIDE TO VERIFY CHECK NUMBER

1. Select the **Vendor Line Item Browser** Fiori tile.
2. Use the **options** in the **Vendor Selection** section to narrow down your search.
3. In the Status section of the screen, click on the radio button for **Cleared Items**.
4. Click **Execute**.
5. Select Document type ZP by double clicking on the line.
6. Note: Payt Method: C indicates it was paid by check and the clearing date is the date of payment.
7. Click **More > Environment > Check Information**.
  - The check number and payment date are listed on this screen.
  - Note: If the check encashment date field is populated, it means that the check was cashed, the bank sends BAI files to update this information.

If ACH payment, you will just see cleared document ZP. It will not provide check information.

April 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4 EASTER	5	6	7 Final Day to Process Documents through Workflow (5:00 PM EST) to post for M09	8	9 B20 Bi-Weekly Payday	10
11	12 	13	14 B21 Wage Deadline HHD Bi-Weekly Admin Team Zoom Call 1-2:30	15	16	17
18	19 Payroll Deadline at 5:00 pm	20	21	22	23 B21 Bi-Weekly Payday	24
25	26	27	28 B22 Wage Deadline HHD Bi-Weekly Admin Team Zoom Call 1-2:30	29	30 M10 Monthly Payday	