routing of applicable reviews and approvals.

WEARABLE TECHNOLOGY

College of Health and Human Development

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

Finance Website



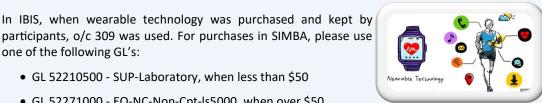
Please refer to our Resources Webpage for Financial Information and SIMBA Helpful Hints. Some recent updates/ instructions added:

- Retrieval of OPP Billing Reports
- Budget vs Actual by Funds Center
- How to Approve:
 - Journal Entry
 - **Shopping Cart**

Non-PO Invoice

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



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.

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.
- 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.

Health & Human Development

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