Finance NEWS

Finance Website

ISSUE **48**
April 2022

PennState
College of Health and Human Development

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:

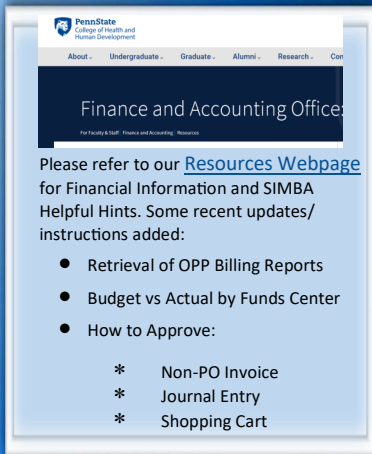 * Non-PO Invoice
  * Journal Entry
  * Shopping Cart

SIMBA/SAP Concur Classes:

Goods & Services

#24277, Wednesday, 4/20/2022, 10:00 AM to 12:00 PM

Travel Expense

#24275, Wednesday, 4/13/2022, 10:00 AM to 12:00 PM

PCard Policy & Procedure Training

Thursday, April 7, 9:00-10:30
Tuesday, May 3, 1:30-3:00

Click Here to register through LRN
Or

Corporate Controller's Website

BOBJ Open Office Hours

Upcoming Sessions:

BOBJ every second Tuesday 9:00-10:00 am starting 1/11/22

Open Reporting Hours every fourth Thursday 9:00-10:00 am starting 1/27/22

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.

GOODS CONFIRMATIONS

For Shop Onlion — A three way match verifies that the purchase order, goods receipt, and vendor invoice match in terms of amounts and items received.

The advantage of the three way match is it avoids situations when an invoice is paid and it is later discovered that the goods delivered were not correct, or damaged, or there were issues with the service provider.

In SIMBA it is the goods confirmation that creates the actualization/accounting entry against the cost object, and the invoice receipt creates the offsetting entry. The only exception to this would be if there was an asset assigned to the PO – in those cases the goods confirmation is 'non-valuated' and it is the invoice that creates the actualization/accounting entry against the cost object.

Therefore, a goods confirmation should **NOT** be completed until goods or services have been received and/or completed.

Additional information can be found by clicking here.

GURU FORMS

The following form has been revised:

- Purchase Order Change Form - All Cost Objects on the PO requested for change must be open and available for posting in order for the adjustments to be completed. Please verify before submitting the change request to the Office of Central Procurement.

The following forms are new:

- Group Meal and Meeting Support Form – is used as supporting documentation to document business purposes and attendees for an authorized group meal or group meeting of Penn State employees or visitors to the University. The form **may be** used for Purchasing Card transactions in SAP Concur (see the form instructions for requirements), and is **required** for Purchase Orders (Lion Marketplace), Internal Service Requests, or Direct Bill processes in SIMBA.

- Contract Cover Sheet - this new form is used on contracts paid via purchase order, non-PO invoice contracts, P-Card contracts, electronic click-through type agreements (except for software), as well as non-financial contracts. The form and instructions are also available on the contracts information website.