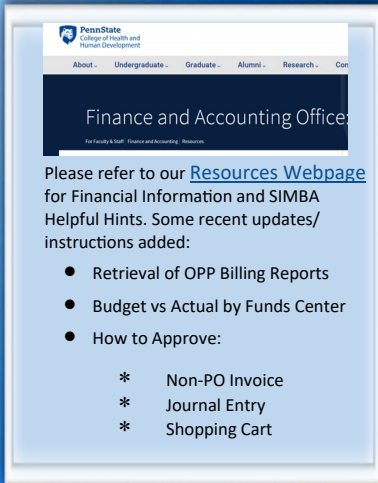


Finance Website



**Pcard Training,
recommended for all users!**

SIMBA/SAP Concur Classes:

Goods & Services

#23005, Wednesday, 9/22/2021,
10:00 AM to 12:00 PM

Travel Expense

#23004, Wednesday, 9/15/2021,
10:00 AM to 12:00 PM

PCard Policy & Procedure Training

Thurs, Sept 9th, 9:00-10:30am

Tues, Nov 9th, 1:30-3:00pm

Click [Here](#) to register through LRN

Or

[Corporate Controller's Website](#)

BOBJ Open Office Hours:

Tues, Aug 10th, 9:30-10:30am

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](#).

HOW TO EDIT A REJECTED DOCUMENT/BACK INTO APPROVAL FLOW

A rejected document will appear in your INBOX for further action. See below for steps to correct your document:

- Go to your INBOX and select the rejected document
- Click the Notepad icon to see rejection explanation
- Click "Open Task" in the bottom right corner allowing you to open and edit.
- Correct /Add Documentation, etc.
- Click SAVE AS COMPLETED on the top menu bar
- Click "Complete Work Item"
- Your document is corrected and back in the approval flow

PURCHASING CARDS FOR TRAVEL

If a p-card holder will be traveling and will need the use of their p-card, please enter an SAP Request for a temporary increase to the cardholder's travel limits. The start date of the increase should be a few days before the trip and the end date for the increase should be a few days after the trip has been completed. When the SAP Request is awaiting HHD Finance approval, please email the Finance Office to approve the request.

Instructions on how to enter a request can be found on the Finance Office Resource web page under the [SIMBA Helpful Hints tab](#).

SIMBA KNOWLEDGE PORTAL

Some SIMBA resources can be found using Penn State's Knowledge Portal. To access Penn State's Knowledge Portal, type pennstate.service-now.com/kb into the address bar of your web browser. To find an article on a certain topic, type a key word into the Knowledge Portal search box and press Enter. There are several ways to manipulate the results to make it easier to find the specific article you are looking for. You can sort the results by relevance, number of views, newest, or alphabetical. This will not reduce the number of search results, rather it will sort them by different attributes. You can use filters on your results to reduce the number of articles that are relevant to your search.

GL ACCOUNT/EXPENSE TYPE UPDATES

- Use Conference & Seminar Registration (52780700) for all conference or workshop registrations. This is equivalent to old IBIS object code 0331.
 - * Please do not use Registration Fees Conference/Workshop for Participant/Trainee (52458000)
- Use Fees & Charges (52571000) for abstract fees and publications fees. This is equivalent to old IBIS object code 0363.

AUGUST 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	B03 Wage Deadline HHD Bi-Weekly Admin Team Zoom Call 1-2:30	5	Final Day to Process Documents through Workflow (4:30 PM EST) to post for M01 (July)	7
8	9	10		12	B03 Wage Payday	14
15	16	17	B04 Wage Deadline Payroll Deadline at 5:00 pm HHD Bi-Weekly Admin Team Zoom Call 1-2:30	19	20	21
22	23	24	25	26	B04 Wage Payday	28
29	30	M02 Monthly Payday				