



Training

SIMBA SESSIONS



With
Debbie Meder

Date: Fri., December 11, 2020

Time: 9:00 am—11:00 am

<https://lrn.psu.edu/>

[SIMBA Training Courses](#)

SAP Concur Goods & Services

#22197, Wednesday, 12/09/2020,
10:00 AM to 12:00 PM

#22200, Wednesday, 1/20/2021,
10:00 AM to 12:00 PM

Request Pcard Maintenance Training

#22199, Thursday, 1/14/2021,
10:00 AM to 11:30 AM

SAP Concur Travel Expense

#22198, Wednesday, 1/13/2021,
10:00 AM to 12:00PM

FINANCE OFFICE RESOURCES WEBPAGE

The Finance office has been working to update our [Resources Webpage](#) to include SIMBA Helpful Hints. Please contact the Finance Office with any information you would like to see added.

PURCHASING CARD SUPER USERS

Purchasing card superusers should still be used to make purchases for your area. There may be times when a super user can't make a purchase. For example, local purchases when a card must be physically taken to a business, gift card purchases for research participants, etc. In these situations, a temporary increase of a purchasing card limit may be needed. If a temporary increase is needed, complete the request in SAP Concur ([link to purchasing card maintenance instructions](#)). The same process is used to cancel a purchasing card. When a request has been submitted and is awaiting Finance approval, please email Nicky, Brian or Rachel to review/approve the request.

PERSONAL FUNDS SHOULD NOT BE USED

A reminder that business purchases should not be made using personal funds. Purchasing card super users or Shop OnLion should be used for business purchases. The only exceptions are memberships and conference registration purchases. These purchases can be made with personal funds and reimbursed to the employee.

NON-RESEARCH GIFT CARDS

Gift cards purchased that are not for research participants (normally charged to OGE funds), should be charged to the following GLs:



Employees – GL 52210300 Empl Awd-no-tx-AI-FA



Students – GL 52601001 SVC-Student Awards.

CASH DEPOSIT REMINDER



You should use the document type YC for all cash deposits. When you use the Park GL Document tile you will need to change the document type from the standard SAP default of SA to YC.


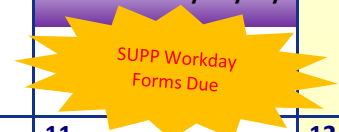

If you use the JV Upload tile, you will need to change the ZA to YC.

In summary - Cash deposits = YC document type.

SIMBA GENERAL LEDGER ACCOUNTS AND PAYMENT DECISION MATRIX

The [SIMBA General Ledger Accounts and Payment Decision Matrix](#) have been combined into a single, comprehensive document. Please remember to refer to the payment decision matrix for all purchases and payments.



| December 2020 | | | | | | |
|---|---|---|---|--|--|----------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|  | | 1 | 2 | 3 | 4 B11 Bi-Weekly Payday  | 5 |
| 6 | 7 Final Day to Process Documents through Workflow (5:00 PM EST) to post for M05 (November) | 8 | 9 B12 Wage Deadline Bi-Weekly Zoom Call HHD Admin 1-2:30 | 10 | 11 SIMBA SESSION hosted by Debbie Meder 9-11 AM | 12 |
| 13 | 14 | 15 SAP Reports are due to Finance Office today to process payment prior to the end of the 2020 Calendar Year | 16 | 17 | 18 B12 Bi-Weekly Payday | 19 |
| 20 | 21 | 22 B13 Wage Deadline | 23 Monthly Payroll Calculate | 24 Break | 25  | 26 |
| 27 | 28 Break | 29 | 30 | 31 B13 Bi-Weekly Payday M06 Monthly Payday | | |