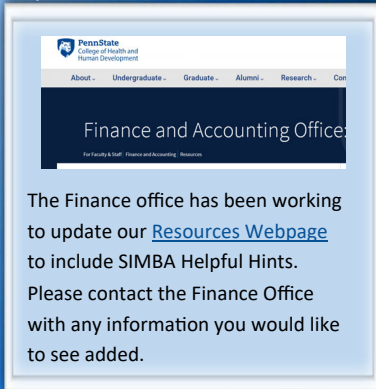


### Finance Website



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.

### Training

#### SIMBA Training Courses

##### **Concur Goods & Services**

#22659, Wed, 2/24/2021  
10:00 AM to 12:00 PM

#22662, Thurs, 3/25/2021  
10:00 AM to 12:00 PM

##### **Pcard Maintenance Training**

#22661, Wed, 2/17/2021  
10:00 AM to 11:30

#22664, Wed, 3/31/2021  
10:00 AM to 11:30 AM

##### **Concur Travel Expense**

#22660, Thurs, 2/11/2021  
1:00 PM to 3:00PM

#22663, Wed, 3/10/2021  
10:00 AM to 12:00PM

### SIMBA SHORTS

You've been anticipating them and they're starting to arrive! [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 with more in the works. Keep checking the SIMBA Shorts page for more postings.

### WHO, WHAT, WHERE, WHEN AND WHY

For Journal Entries and AP Invoices, please be sure to use the text boxes. Please enter a short description of the transaction in both the document header text box and the smaller text box before the long text box. The short description is similar to the information you would enter for the "free space" on IBIS forms and this description is currently appearing on reports. Please continue to enter a detailed description in the long text that can answer the basic who, what, when, where, and why. The long text should be thought of as the "note pad" or "description" on IBIS forms.

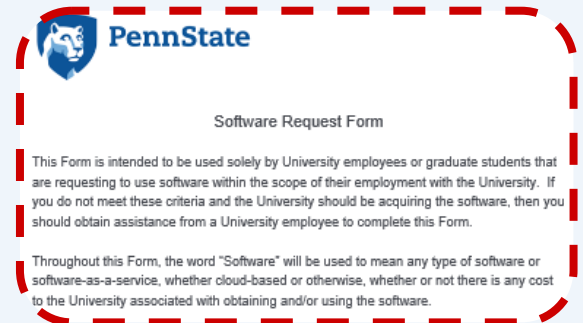
Need to enter a note in a Non-PO invoice so the vendor will get an explanation on their remittance advice? Simply add the \* symbol as the first character in the Header Text field followed by your note. This will enable the text to display on the vendor's remittance advise.

### SOFTWARE REQUEST FORM

Reminder: the [Software Request Form](#) is to be used for all University Employees or Graduate Students that are requesting to use software within the scope of their employment with the University. You will need to complete this questionnaire form when requesting to purchase SOFTWARE or SOFTWARE AS A SERVICE.

The information gathered in the questionnaire is very important in the review of the license terms. After completion, this form is reviewed by Purchasing or Risk management.

Save this form to your computer and upload to purchases as verification of completion. You will not be able to obtain a copy of this form once the window is closed.



**PennState**

Software Request Form

This Form is intended to be used solely by University employees or graduate students that are requesting to use software within the scope of their employment with the University. If you do not meet these criteria and the University should be acquiring the software, then you should obtain assistance from a University employee to complete this Form.

Throughout this Form, the word "Software" will be used to mean any type of software or software-as-a-service, whether cloud-based or otherwise, whether or not there is any cost to the University associated with obtaining and/or using the software.


### COVID 19 EXPENSES TO COVID IO

Just a reminder to charge expenses incurred due to COVID 19 to your departmental COVID IO. All units across Penn State have been assigned a COVID IO which will allow reporting on these expenses by the University.

### GENERAL OFFICE EXPENSE vs LAB SUPPLIES

Just a reminder that the ...

GL Account for Stationery & Office Supplies is **52210100** (old object code 301) and the GL Account for Laboratory Supplies is **52210500** (old object code 303).

February 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3 <b>B16 Wage Deadline</b> HHD Bi-Weekly Admin Team Zoom Call 1-2:30	4	5 Final Day to Process Documents through Workflow (5:00 PM EST) to post for M07 (January)	6
7	8	9 	10	11	12 <b>B16 Bi-Weekly Payday</b>	13
14 Valentine's Day	15	16 Payroll Deadline at 5:00 pm	17 <b>B17 Wage Deadline</b> HHD Bi-Weekly Admin Team Zoom Call 1-2:30	18	19	20
21	22	23	24	25	26 B17 Bi-Weekly Payday <b>M08 Monthly Payday</b>	27
28						