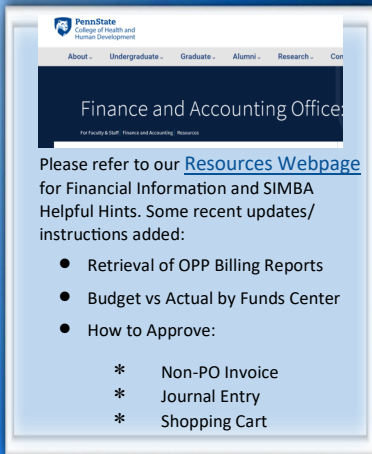


Finance Website



SIMBA/SAP Concur Classes:

Travel Expense

[Click here to register for Travel New user interface sessions in LRN](#)

PCard Policy & Procedure Training

September 1, 2022; 1:30 - 3:00

November 3, 2022; 8:30 - 10:00

February 2, 2023; 1:30 - 3:00

April 6, 2023; 8:30 - 10:00

Registration: [Link](#)

[Request Pcard Maintenance](#)

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](#).

PCARD REMINDERS

Workflow Approvals

If you are an SAP Approver - please check PCard Request approvals frequently; we want to make sure requests are moving through the workflow as quickly as possible. An example - We don't want "Active" PCards sitting out there for employees who have retired or withdrawn from PSU. These cards are no longer being monitored for fraud or additional purchases by the cardholder

Policy and Procedure

ALL G&S transactions **must be** reconciled within 30 days of purchase. Travel Transactions **must be** reconciled within 60 days of the last day of travel. If you do not reconcile items within these time frames, you are in violation of policy and procedure. Your PCard can be suspended or canceled until the transactions are reconciled. Also, you could be held responsible for the charge and a payroll deduction could be done.

Transferring or Leaving

Cardholders, if you are transferring to a new area or leaving the University - YOU need to make sure ALL of your PCard transactions in SAP Concur are reconciled and through approvals before leaving.

Cardholders that are transferring to a new business area or department and intend to keep their PCard should enter a SAP Concur department transfer request.

GL ACCOUNTS AND PAYMENT DECISION MATRIX

[General Ledger Accounts and Payment Decision Matrix](#) has undergone an extensive review and contains the following revisions:

1. Non-Personnel Expenses – this section of the matrix has been extensively revised to provide better definitions and the appropriate uses of the various GLs. 1099 tax reportability information has also been added to the appropriate GLs. This information is to ensure that tax reporting requirements are being met.
2. As previously reported, many GLs have been **DECOMMISSIONED** and should **NOT** be used in the new fiscal year. See the [June 24th GURU News Announcement](#) for more information on the decommissioned GLs.

SAP CONUR NEW USER INTERFACE

The following SAP Concur training sessions are available in the Learning Resources Network:

Travel Expense —[Click here to register for Travel New user interface sessions in LRN](#)

Goods & Services —[Click here to register for Goods & Services New user interface sessions in LRN](#)

Pcard Requests—[Click here to register for Pcard request New user interface training session in LRN](#)