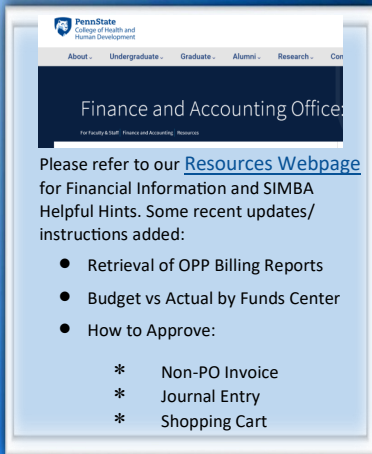


Finance Website



SIMBA/SAP Concur Classes:

Travel Expense

Session 26574, Wednesday 8/16/23
10:00 AM

Goods & Services

Session 26572, Wednesday 8/24/23
1:00 PM

[Request Pcard Maintenance](#)

BOBJ Open Office Hours

2023 Reporting Office Hours:

BOBJ - 2nd Tuesday of each month, 9:00-10:00 am

Open Reporting Hours- 4th Thursday of each month, 9:00-10:00 am

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](#).

GL ACCOUNTS DECOMMISSIONED LIST

The [General Ledger Accounts Decommissioned List](#) is a new Business Resource available for end-users. The list contains those General Ledger (GL) Accounts that have been (or are in the process of being) decommissioned in SIMBA and/or SAP Concur and are no longer to be used. Where appropriate, a replacement GL account has been indicated for use. If any of these GLs are used on a transaction within SIMBA, the Financial Officer will be receiving email notifications to post correcting entries. These correcting entries must be processed and through the approval process before the completion of the month-end close process.

EVENT EXPENSES - UNALLOWABLE

Since the decommissioning of allowable event expense GL's:

- When submitting an SAP report you must check off the box for "Unallowable on Facilities & Administration", see below:

Expense Type *
Event Expense - Primarily for GUESTS/DONORS/CANDIDATES/BOARDS

Additional Expense Details
None Selected

Transaction Date *
08/01/2023

Business Purpose *
Research/Grant

Event Location *
State College

Unallowable on Facilities & Administration?

- When submitting SIMBA documents and shopping carts, unallowable F&A GL's ending in "01" must be used.

VISITOR PARKING PERMITS

Since Internal Service Request's (ISR) were decommissioned at the end of the 2023 fiscal year, a Journal Entry (JE) should be submitted for visitor parking permits.

Parking permits are to be ordered using the Parking Office Cost Center 6537710000 and GL 48040050 for the receiving side of the form. The sending side of the form should charge the CC/IO for the expense and GL 52571010.

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](#)