Finance NEWS

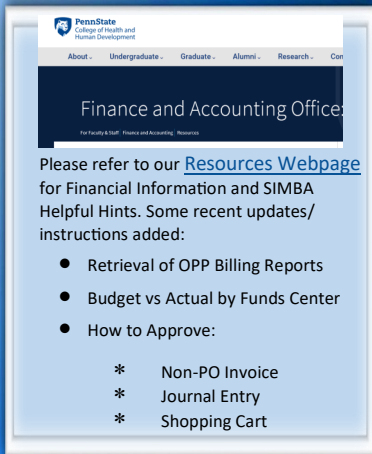## PennState
College of Health and Human Development

Finance Website

Please refer to our Resources Webpage for Financial Information and SIMBA Helpful Hints. Some recent updates/instructions added:

- Retrieval of OPP Billing Reports
- Budget vs Actual by Funds Center
- How to Approve:
  - ∗ Non-PO Invoice
  - ∗ Journal Entry
  - ∗ Shopping Cart

SIMBA/SAP Concur Tips:

SIMBA tile dragging vs pinning

- If you drag a SIMBA tile into your Home Section, it is not being updated with any enhancements SIMBA has released.

- If you go into Edit mode and pin the tile to your Home section the tile will update with any enhancements SIMBA releases.

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.

NON-EMPLOYEE INFORMATION (NEI) FORM

If a non-employee completes the NEI form and checks either boxes 3 or 4 in in "Section II Residency Status", but they did not enter the United States, in "Section III Admission Classification", they need to indicate "Other-please specify:" and add "Did not enter the United States".

Please note: the Non-Employee Information Form was last revised 8/14/2023.

NON-EMPLOYEE TRAVEL REIMBURSEMENT FORM

The Non-Employee Travel Reimbursement Form has undergone major revisions. The form will no longer calculate the amount of reimbursement the non-employee traveler will receive. The previous version of the form only calculated an "estimate" of the reimbursement. The exact amount to be reimbursed continues to be calculated within SAP Concur. The updated version of the form is used to ensure the correct documentation is collected from the Non-Employee Traveler.

The Non-Employee Travel Reimbursement form requires the signature of an individual external to the University and thereby does not have access to University authentication. For this reason, the signature field on the form will not be activated.

REDESIGNED SOLE SOURCE JUSTIFICATION FORM

The improved Sole Source Justification Form is Central Procurement's latest enhancement to the procure-to-pay process.

Here's what you can expect from the updated sole source experience:

- Smart functionality: Answer relevant questions based on the type of justification.
- Concise questions: Complete necessary fields with essential information.
- Instant PDF: Automatically receive a PDF of the completed form via the submitter's email to attach directly to a shopping cart.

We're confident you'll find the Sole Source Justification Form a game-changer in your workflow.

COST TRANSFERS

When processing cost transfers (JEs), make sure to include a detailed explanation in the form answering the 5 w's (who, what, where, when and why). If the transfer is to correct an error, the explanation must also include why the expense was charged to the wrong account and a description of the actions taken to diminish the likelihood of such errors occurring in the future. See policies RA60 ("Cost Transfers"), RA02 ("Specific Issues Relating to Allocation of Costs") and RA10 ("Allocable costs" and "Direct cost allocation principles").