HHD FAQs

How do I process a reimbursement for an employment background check and fingerprinting?

Enter an SAP Concur report for the employee charging your departmental clearing account using GL 52571000 (Fees & Charges). A Journal Entry will need to be completed after the fact to move the charge to Human Resources Cost Center 5210710010 (BA 5210) Background Check and Fingerprinting Expenses. These fees should not be directly charged to the central account.

How do I purchase 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.

How do I process a $390.00 Credit by Portfolio fee?

Payments received for credit by portfolio fees, flat fee of $390: A Cash Journal Entry (JE) will need to be processed crediting the portion of the fee that goes to -

Credit $40 to Undergraduate Admissions Cost Center 2953510000 using GL Account 42050800

Credit remaining $350 to appropriate department Cost Center/IO using GL Account 42050800

How do I view my parked documents?

Search Display Parked Document, Click Document List (top left corner), no need to enter or change anything unless you want to see documents entered by someone else in your area (put their PSU ID in Entered By: field), click Execute (bottom right hand corner). This should show you all of the parked documents. You can click on the document number to check where it is sitting. The Workflow tab shows who entered it and if it was Save As Completed (will have check mark in Doc. Complete). Services for Object, Workflow, Workflow Overview will show where it is in the approval flow (click blue Information link to see names)

How do I verify a check number and/or payment information?

How to Find Check/ Payment Information for PO

How to Find Check/ Payment Information for Non-PO Invoices

How do I process a purchase order option line guidance form?

The Purchase Order Option Line Guidance Form is used to notify Procurement Services when exercising Purchase Order Options Lines. It is necessary to indicate if the purchase order option is being exercised for: the current fiscal year or the next fiscal year. When an option is exercised, the option is not active until the period of performance start date. The information to be included in the **verification of option line account assignment** table is used to verify the information as provided on the original purchase order. If this account information needs to be changed, please complete the Procurement Purchase Order Change Form. The Purchase Order Option Line Guidance Form cannot be used to change the account assignment. Please see the form instructions regarding the submission process.

How to find an Internal Order (IO)s?

From SIMBA, do a search for “Cost Object Dashboard” Fiori Tile. When you are in the tile, type “6970” into the Business Area. Health and Human Development will pop up. Click on “GO.” Click on the arrow to expand the field and choose your unit. Here is where you will see all your unit’s I/Os. If you find an IO/SP number for a grant by using the “Cost Objects Dashboard,” make sure you double-check the Research Office list sent out by Miranda to make sure it’s ok to use the IO/SP number.

How to process Participant Payments, Gift Cards & Cash Advances?

All Research Participant payments including gift card/ cash equivalent payments and associated fees should be resolved using GL Account 52601500 SVC-Research Participants. GL Account is available in SIMBA and SAP Concur.

Please see gift card/ cash advance policies on our Resources Webpage.

How to enter a Journal Entry for Cash deposits?

All deposits will now be entered into SIMBA via a Journal Entry (Park GL Account Document tile). 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.

Instructions on how to complete this entry can be found here and on the SIMBA Snip-it.

Where to find the GL for a bank deposit(s)?

Need to find the GL for your bank deposit(s)? Information can be found here.

Can I use personal funds for business purchases?

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 travel expenses. These purchases can be made with personal funds and reimbursed to the employee.

How do I purchase 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-Al-FA
Students – GL 52601001 SVC-Student Awards.

Please see gift card policy on our Resources Webpage.

How do I process a Goods Confirmation?

As things become more familiar and progress forward, most of the goods confirmations will, and should, be happening prior to the invoice being received at all. The goods confirmation process as it relates to SIMBA.

- The individual performing the goods confirmation should be looking at the PO to see what was ordered, then comparing that information against what was actually received (PO/GR match).

- Once an invoice is received for payment, AP will compare the information on the invoice against the PO and the GR before entering the invoice for payment (PO/GR/IR match). NOTE: AP would only pay for the quantity that was actually received vs. what the invoice indicates we should have received.

- A Goods Confirmation must be completed on all Free Text shopping carts and any Lion Marketplace carts over $5,000 once a PO # is created.

- A vendor will not be paid until a Goods Confirmation is completed and an invoice is received at psuinvoices@psu.edu. Be sure the vendor or yourself includes the PO # on the invoice or in the body of the email sent.

What information do I enter for a Journal Entry and/or Non-PO Invoice?

For Journal Entries and AP Invoices, please be sure to use the text boxes and enter the who, what, when, where, and why in the long text field. 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. Please continue to enter a detailed description in the long text that can answer the basic who, what, when, where, and why.

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.

What is a Software Request Form and when do I need to fill it out?

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. Note: If you have not completed this form before, please review the [Software Request Form Checklist]

*Please 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

Which GL do I use for Conferences & Seminar Registration(s)?

Use Conference & Seminar Registration GL 52780700 for all conference or workshop registrations.
Please **do not** use Registration Fees Conference/Workshop for Participant/ Trainee GL 52458000