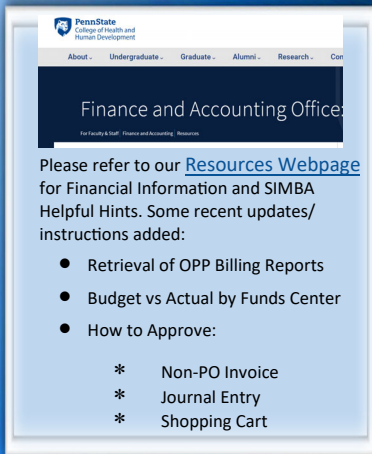


Finance Website



SIMBA/SAP Concur Classes:

Goods & Services

#23952, Wednesday, 2/9/2022,
10:00 AM to 12:00 PM

Travel Expense

#23953, Wednesday, 2/16/2022,
10:00 AM to 12:00 PM

PCard Policy & Procedure Training

Thursday, February 3, 1:30-3:00
Wednesday, March 9, 9:00-10:30
Thursday, April 7, 9:00-10:30
Tuesday, May 3, 1:30-3:00

Click [Here](#) to register through LRN

Or

[Corporate Controller's Website](#)

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](#).

MID YEAR BUDGET CLEAN UP

In preparation for Mid-Year Budget Reviews:

- Please review and update the LD Plans for your area. There should not be any distributions to the HHD Salary Clearing Account.
- Check your Temp Sal account to see if there are distributions that can be redistributed to a new account.
- Review the DBAF Clearing Account for your area. JE expenses to new accounts when possible. Please see the walk through document on how to run a DBAF Clearing Account report on our [Resources Webpage](#).

2022 Standard Mileage Rate

Beginning January 1, 2022 the standard mileage rates for the use of a car (also vans, pickups, or panel trucks) will be:

- 58.5 cents per mile driven for business use
- 18 cents per mile driven for moving purposes

The [Moving Expenses Support Form](#) has been updated to reflect the new rates. The [SAP Concur](#) system has also been updated.

REINSTATING PCARDS

If you have pcards for your area that need to be reinstated, please enter SAP Requests to reinstate these cards as soon as possible. Before submitting a request, please check if there are previous temporary increase requests submitted and the end date. If a permanent request is submitted, this will override any current temporary increases.

RESEARCH REQUEST APPROVAL FOR RESTRICTED GL ACCOUNTS

REMINDER:

When charging a research project, Research Approval is required for Restricted GL Accounts. Please see our [GL Account Clarification](#) document, located on the [Finance Office Resources](#) webpage under the "SIMBA Helpful Hints" tab, for Restricted GL Accounts requiring approval. The Request for Research Approval on Restricted GL Accounts Template can be found on the [Finance Office Resources](#) webpage under the "HHD Policies, Procedures and Miscellaneous Information" tab.

Please attach a copy of the approval to your SIMBA document (non-po invoice, JE, SAP report, shopping cart) to prevent delay in processing.

GURU News

Did you know.....

GURU contains a set of [Business Resources](#) ([Decision Tools](#) and [Rates and Schedules](#)) to assist end-users with their decision making processes. The [View All](#) tab displays the entire alphabetical list of resources available for use.

FEBRUARY 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 B16 Wage Deadline	3	4	5
6	7 Final Day to Process Documents through Workflow (4:30 PM EST) to post for M07	8 	9 HHD Monthly Admin Team Zoom Call 1-2:30	10	11 B16 Wage Payday	12
13	14	15 Payroll Deadline at 5:00 pm	16 B17 Wage Deadline	17	18	19
20	21	22	23	24	25 B17 Wage Payday	26
27	28 M08 Monthly Payday					