

Finance Website

Finance and Accounting Office

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

Pcard Training, recommended for all users!

SIMBA/SAP Concur Classes:

Goods & Services

#23951, Wednesday,
1/12/2022,
10:00 AM to 12:00 PM

Travel Expense

#23954, Wednesday,
1/19/2022,
10:00 AM to 12:00 PM

PCard Policy & Procedure Training

NO TRAINING FOR
JANUARY 2022

SIMBA Reporting - Webi 101

This video tutorial examines some of the features of Webi, part of the BOBJ reporting tools suite.

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](#).

Additional [Reporting Resources](#) and Webi [simulations and hands-on guides](#) are available.

HAPPY RETIREMENT VIKKI

With a combination of happiness for her and sadness for us, Vikki Nocek will be retiring from HHD effective January 3rd. Vikki has worked for HHD for a little over 5 years and has been a wonderful contributor to our team. She has also created **45** issues of the Finance Office Newsletter. We will miss Vikki's positive attitude and her willingness to help out wherever needed. Vikki is looking forward to spending more time with her family and especially her grandchildren. Although we are going to miss Vikki greatly, we wish her all the best in her retirement.

GOODS CONFIRMATION PROCESS IN SIMBA

What is a Goods Confirmation? A Goods Confirmation is an online acknowledgement indicating the goods or services on a Purchase Order have been delivered/fulfilled by the supplier.

WHEN DO I SUBMIT A GOODS CONFIRMATION?

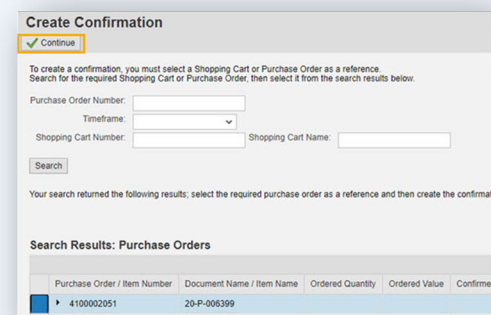
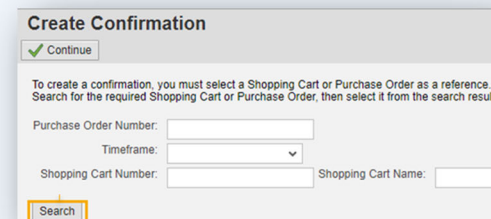
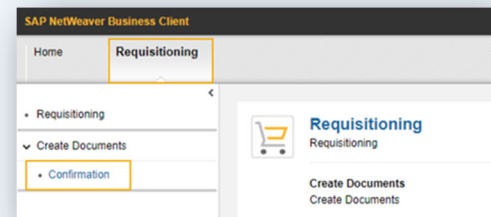
Submit a Goods Confirmation after inspecting a delivery to ensure the quantity matches the Purchase Order. Since SIMBA doesn't know when an order is received to send a systematic notification via email, shoppers must be proactive to document the quantity delivered as soon as the order is filled. All Shop OnLion free text purchases regardless of the dollar amount, and Lion Marketplace purchases with a total value greater than \$5k require a goods confirmation. Click [here](#) for SIMBA : Create Goods Confirmation

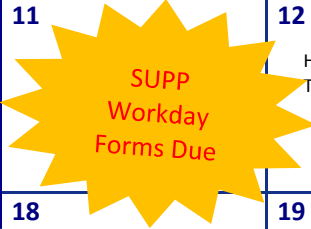
HOW TO FIND ORDERS THAT REQUIRE GOODS CONFIRMATION

Click Knowledge Base [here](#) and scroll to bottom.

1. Go into Shop OnLion.
2. Click on the **Requisitioning** Tab.
3. Click on **Confirmation** under Create Documents (left side menu).
4. The Create Confirmation window will open.
5. To find a specific Purchase Order or Shopping Cart, enter the number and click **Search**. To see all Purchase Orders that you have authorization to enter a confirmation on, including orders converted from eBuy or ARLink, click **Search** with all criteria fields empty.
6. Search results will be displayed.
7. To select a Purchase Order, select a line and click **Continue**.
8. The Create Confirmation screen will open with a list of line items that are available for confirmation.

Please reference the Hands-on Guide for Goods Confirmation on the [Standard Shopping Simulations page](#) on the SIMBA website for the remaining steps beginning with step 1.2.5.



JANUARY 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5 B14 Wage Deadline	6	7 Final Day to Process Documents through Workflow (4:30 PM EST) to post for M06	8
9	10	11 	12 HHD Monthly Admin Team Zoom Call 1-2:30	13	14 B14 Wage Payday	15
16	17	18 Payroll Deadline at 5:00 pm	19 B15 Wage Deadline	20	21	22
23	24	25	26	27	28 B15 Wage Payday	29
30	31 M07 Monthly Payday					