-inance NEWS

Finance Website



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

- Retrieval of OPP Billing Reports
- Budget vs Actual by Funds Center

Non-PO Invoice

Journal Entry Shopping Cart

• How to Approve:

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How to Approve.

SIMBA/SAP Concur Classes:

Travel Expense

Session 25815, Wednesday 1/18/23 10:00 AM Session 25816, Wednesday 2/15/23 10:00 AM

Goods & Services

Session 25813, Thursday 1/19/23 1:00 PM Session 25817, Thursday 2/16/23 1:00 PM

PCard Policy & Procedure Training

February 2, 2023; 1:30 - 3:00

April 6, 2023; 8:30 - 10:00

Registration: Link

Request Pcard Maintenance

BOBJ Open Office Hours

Upcoming Sessions:

BOBJ every second (2nd) Tuesday 9:00-10:00 am

Open Reporting Hours every fourth (4th) Thursday 9:00-10:00 am

All sessions will be hosted via <u>Zoom</u>

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 <u>Webi</u> <u>101 Session</u>.

PennState College of Health and Human Development

PARKED DOCUMENT REPORT

The Parked Document Report fiori tile allows you to run a report to see the status of the documents you've created. We encourage the use of this report to prevent documents from not posting and being deleted, see instructions below:

January 20

- 1. Go to GL Display and Reporting Group
- 2. Click on Parked Document Report fiori tile
- 3. Complete required fields and enter User Name/Created By:
 - Fiscal Year 2023
 - Business Area 6970
 - User Name/Created by- ex: RNB13

After every month end, parked documents with a posting date of the prior month or earlier that Require Release Yes and Document Complete No will be automatically deleted:

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GIFT CARD REMINDER

REMINDER: All gift card purchases must be approved by the Finance Office BEFORE the gift cards are purchased.

A completed Gift Card Request Form should be sent to Stephanie Krout (skk170) for review/ approval. If approved, she will provide you with further instructions/guidance on how to proceed and how to reconcile.

The HHD Gift Card Policy/Procedure and the Gift Card Request Form can be found on the Finance Office website under HHD Policies, Procedures and Miscellaneous Information.

2023 IRS Mileage Rate

The Internal Revenue Service announced that beginning on January 1, 2023, the Standard Mileage Reimbursement Rate will be increased 3 cents to 65.5 cents per mile.

The SAP Concur application has been updated with the new rate and effective date. All personal mileage expenses for travel dates **on or after January 1**, **2023** will be automatically calculated using the new **65.5 cents per mile rate**.

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