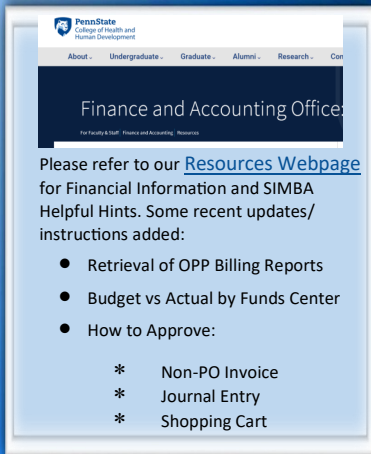


Penn State College of Health and Human Development

Finance Website



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

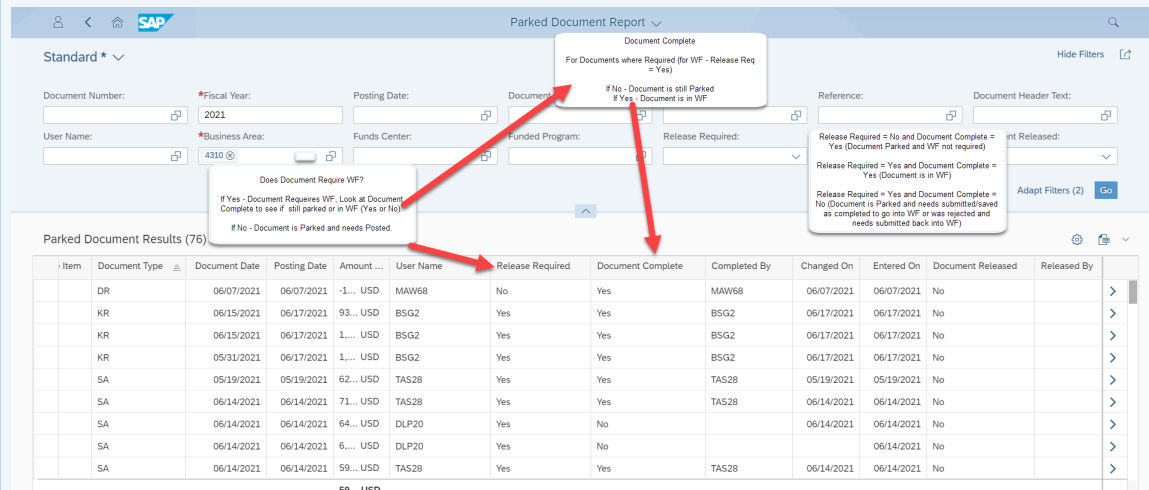
- Retrieval of OPP Billing Reports
- Budget vs Actual by Funds Center
- How to Approve:
 - * Non-PO Invoice
 - * Journal Entry
 - * Shopping Cart

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:

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:



The screenshot shows the SAP Fiori tile for 'Parked Document Report'. It includes search filters for Document Number, Fiscal Year (2021), Posting Date, User Name, Business Area (4310), Funds Center, and Release Required. A table titled 'Parked Document Results (76)' is displayed below. Red arrows point to specific filters and table columns.

Item	Document Type	Document Date	Posting Date	Amount...	User Name	Release Required	Document Complete	Completed By	Changed On	Entered On	Document Released	Released By
	DR	06/07/2021	06/07/2021	-1... USD	MAW68	No	Yes	MAW68	06/07/2021	06/07/2021	No	
	KR	06/15/2021	06/17/2021	93... USD	BSG2	Yes	Yes	BSG2	06/17/2021	06/17/2021	No	
	KR	06/15/2021	06/17/2021	1... USD	BSG2	Yes	Yes	BSG2	06/17/2021	06/17/2021	No	
	KR	05/31/2021	06/17/2021	1... USD	BSG2	Yes	Yes	BSG2	06/17/2021	06/17/2021	No	
	SA	05/19/2021	05/19/2021	62... USD	TAS28	Yes	Yes	TAS28	05/19/2021	05/19/2021	No	
	SA	06/14/2021	06/14/2021	71... USD	TAS28	Yes	Yes	TAS28	06/14/2021	06/14/2021	No	
	SA	06/14/2021	06/14/2021	64... USD	DLP20	Yes	No		06/14/2021	06/14/2021	No	
	SA	06/14/2021	06/14/2021	6... USD	DLP20	Yes	No		06/14/2021	06/14/2021	No	
	SA	06/14/2021	06/14/2021	59... USD	TAS28	Yes	Yes	TAS28	06/14/2021	06/14/2021	No	
				59... USD								

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 [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](#).

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](#)