Finance NEWS

PennState
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

SIMBA/SAP Concur Classes:

Travel Expense

#24644, Wednesday, 6/8/2022, 10:00 AM to 12:00 PM

PCard Policy & Procedure Training

TBA

Click Here to register through LRN Or

Corporate Controller's Website

Request Pcard Maintenance

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.

PCARD REINSTATEMENT REQUESTS

If submitting a permanent reinstatement, where limits are suspended:

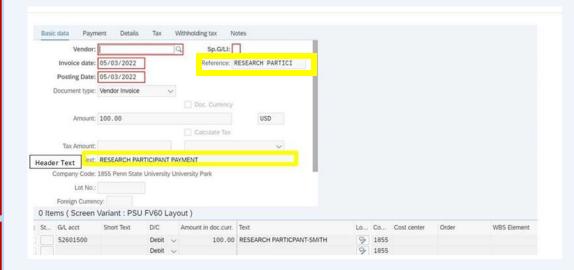*Please be sure to use the following reason in the header:*

And for the expense type, please use the following:

RESEARCH PARTICIPANT PAYMENTS (SUBJECT PAYMENTS)

When processing a Non-PO Invoice for Non-US Citizens and US Citizens, the Reference Box and the Header Text should read Research Participant Payment (or as much as you can fit in the box).

The short text box and the long text box should still be the same as before. Short text should be whatever information you want to show up on a budget report. For example: Research Participant – Smith, IRB123. The long text box should still contain – who, what, where, when and why – as well as the IRB number.

REMINDERS FOR SAP CONCUR REPORTS

For receipts - Please be mindful when uploading receipts to SAP Concur Reports, to only include pages with information needed for the transaction(s). For example, if the information needed is provided on first two pages and the remaining pages are ads/ images, please omit the ads.

For Group Meals - Please process as a Travel Report, not Goods & Services.