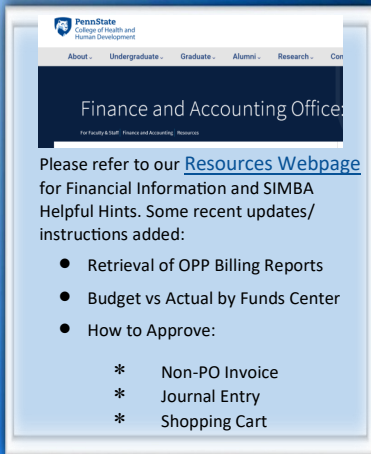


Finance Website



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

"FINANCIAL SYSTEMS TRAINING RESOURCES" IN LRN

[Financial Systems @ Penn State](#)

- 3 Toolkits
- 10 Tracks

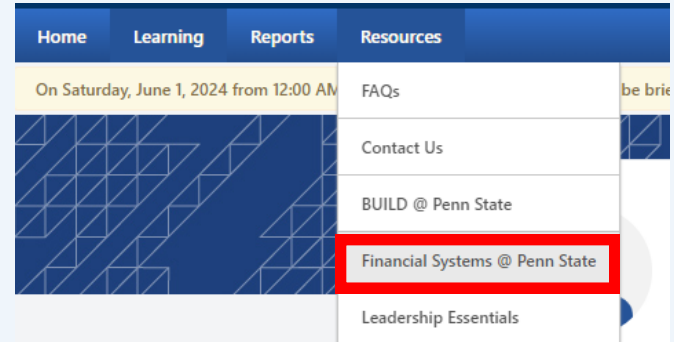
[Shop OnLion: Lion Marketplace](#)

[Shopping Process:](#)

- Instructor Led Training; Next Training: 6/20/24

[ITLD SIMBA Service Page:](#)

- Recordings:
 - Default Delivery Address
 - Goods Confirmation
 - Shop OnLion training session
- Learning Paths:
 - Procurement
 - Grants Management
 - Reporting



Home	Learning	Reports	Resources
On Saturday, June 1, 2024 from 12:00 AM		FAQs	be brie
		Contact Us	
		BUILD @ Penn State	
		Financial Systems @ Penn State	
		Leadership Essentials	

SIMBA/SAP Concur Classes:

Travel Expense

- Session 28744, Wednesday 7/17/24
10:00 AM
- Session 28745, Wednesday 8/14/24
10:00 AM

Goods & Services

- Session 28746, Thursday 7/25/24
1:00 PM
- Session 28747, Thursday 8/29/24
1:00 PM

Approver Sessions

- Session 28669, Thursday 7/25/24
10:00 AM to 12:00 PM
- Session 28757, Thursday 9/12/24
10:00 AM to 12:00 PM

[Request Pcard Maintenance](#)

BOBJ Open Office Hours

2023 Reporting Office Hours:

- BOBJ - 2nd Tuesday of each month, 9:00-10:00 am
- Open Reporting Hours- 4th Thursday of each month, 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](#).

IMPORTANT REMINDERS

Event Expenses - Unallowable

- Since the decommissioning of allowable event expense GL's:
 - When submitting a SAP report you must check off the box for "Unallowable on Facilities & Administration".
 - When submitting SIMBA documents and shopping carts, unallowable F&A GL's ending in "01" must be used.
 - All event expenses must be reconciled as a Travel Report in SAP, not Goods & Services.

Conference Registrations

- Conference registrations must be reconciled as a Travel Report in SAP for the following reasons:
 - Allows our office to review any expenses that are not reimbursable and may need deducted, including meals.
 - Verification of effort on the grant - if no effort, is PI approval uploaded.
 - Is the correct expense type being used - Conference & Seminar Registration (52780700) for all conference or workshop registrations.

Shipping Addresses

- Purchases are not to be shipped to a home or Non-University address, except for specific instances. Please reach out to your Finance Office contact prior to shipping to an address other than a University address.

WEARABLE TECHNOLOGY

The Research Support Transformation Project (RSTP) recently worked with procurement to streamline the process of purchasing wearable devices for use in research. Please see below for details and information about this.

- Procurement has issued a blanket delegation for the purchase of wearable technology for use in research.
- Beginning May 10th, any commercially available wearable technology that will be used within the U.S. does not require a [software request form](#), meaning it does not need to go through the lengthy software request process.
- Anyone submitting a request to purchase wearable devices or reconciling a purchase can use the following language for purchase justification:
 - Penn State has an existing blanket delegation for the purchase of commercially available wearable technology that is used in the U.S. You can find that delegation listed on the following website under "non-software" > "Wearable Technology": <https://procurement.psu.edu/electronic-click-through-contracts>.

Please note: [Per BS14](#), purchasing wearable technology via pcard is prohibited. All such requirements must be routed via a Purchase Order (PO) request through Procurement Services for routing of applicable reviews and approvals.