

Finance Website



SIMBA/SAP Concur Classes:

Travel Expense

- Session 26232, Wednesday 3/15/23
10:00 AM
- Session 26233, Wednesday 4/19/23
10:00 AM

Goods & Services

- Session 26234, Thursday 3/23/23
1:00 PM
- Session 26235, Thursday 4/27/23
1:00 PM

Pcard Policy & Procedure Training

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](#).

DEFINITION OF ACRONYMS

When processing SIMBA documents and SAP Reports, please make sure to include a detailed explanation in the form answering the 5 w's (who, what, where, when and why). Please define all acronyms with the exception of the following:

- HHD
- Departments/Mnemonics within HHD
- PSU
- For testing, these could be generalized, instead of providing the specific test name. For example: urinalysis, blood panel, genetic testing, etc.

TRAVEL NEWS

As many of you know, the airline industry is still struggling to keep up with the demand of travel since the pandemic. There are not enough pilots as there were pre-pandemic, which means less options, resulting in higher airfare and more oversold flights. Below are some reminders on how to help prevent your flight being bumped as well as an article from [USA Today](#).

- Stay away from basic economy airfare. These are the first travelers to be bumped as they do not have a seat assignment.
- Update your profile with your frequent flyer number. If you don't have one, get one!
- Book within the program (either through Travel OnLion or with an Anthony Travel agent). Does this guarantee you won't be bumped? Maybe, maybe not. But what does it guarantee is that the airlines will prioritize your recommendation, and in the event you are not compensated and/or assisted quickly, Anthony Travel can step in. The airlines look at our entire partnership not just a single traveler. If the traveler books outside of the program, they will not work with us nor will they likely provide the traveler with what they deserve.

Should you have any questions, please reach out to travel@psu.edu or Anthony Travel at pennstate@anthonytravel.com.

ISR (INTERNAL SERVICE REQUEST)

The SIMBA Team has been reviewing the usage of the Internal Service Request (ISR) document in SIMBA. The document is a custom-created feature for Penn State, and there is long-term concern regarding the viability of the feature as it does not always react well to system updates and upgrades.

The feature has limited usage with two (2) areas comprising 90% of the use cases. After discussion with these units, it was determined that the Journal Entry (JE) will meet the current use cases of the ISR and that the custom form can be decommissioned. The JE is a heavily used form within SIMBA and is familiar to the broad user base. More information regarding the JE can be found on the SIMBA website at: [Resources – Journal Entry](#).

The ISR will be officially decommissioned at the end of the 2023 fiscal year and will no longer be available beginning July 1, 2023. If you have any questions or concerns, please submit a [ticket to the SIMBA ISR Team](#).

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](#)