

### 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

### MEMBERSHIPS

Per [Policy BS14](#) - Penn State Purchasing Card - Specific Restrictions of Goods and Services - conference registrations that include a membership fee on same receipt do not need to be itemized and should be expense type Conferences & Seminar Registration (GL 52780700), not Participant Support Costs - Registration fees conferences/workshops for participant/trainees (GL 52458000).

Memberships	Situations where the membership is an incidental result of the transaction, such as:	Situations where the membership is paid for directly, such as:	NOTES:
	<ul style="list-style-type: none"> <li>• Conference Registrations where membership provides a net cost savings for registration (code as registration)</li> <li>• Journals or other data sources where membership is required to obtain the journal or information (code as books or journals)</li> </ul> <p>The object code used should reflect the reason for the purchase, and should not be reflected as a membership.</p>	<ul style="list-style-type: none"> <li>• Memberships where joining the organization is the primary purpose. These can be paid on an SRFC, or with a purchasing card at the discretion of the Financial Officer.</li> <li>• Memberships to gain access to benefits in future purchases (Amazon Prime, Sam's Club, or similar)</li> <li>• Memberships to video subscription services (Netflix, Hulu plus, or similar)</li> </ul>	<p>Restrictions on use and acquisition. See:</p> <ul style="list-style-type: none"> <li>• <a href="#">Policy HR12 Professional Organization Memberships Penn State Human Resources</a></li> <li>• <a href="#">Travel Policy</a></li> </ul>

### TRAVEL POLICY UPDATE

Air Travel section - Per the directive of the Associate Vice President for Budget and Finance, fee for seat upgrades/early seat selection has increased from \$150 to \$250 or less per segment where flight duration is 4 hours or more.

### JOURNAL ENTRY OF INCOMING FUNDS

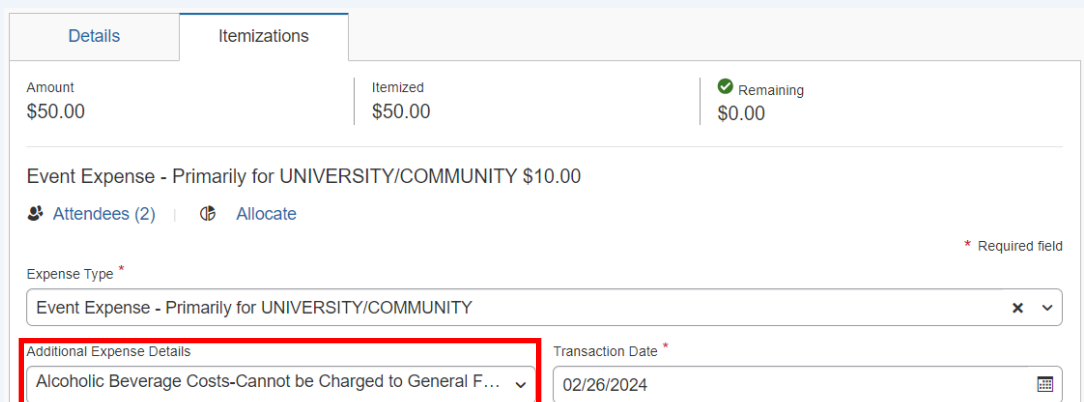
The Journal Entry for cash deposits process has been revised and is now titled "Create a Journal Entry for Incoming Funds". Please see [Journal Entry for Incoming Funds](#) document located on the Finance Office Resource Website. Notable changes:

- Basic Data Section/Reference:
  - Reference: Name of college/department unit (HHD - Departmental Mnemonic) Ex: HHD - FIN
  - Doc. Header Text: Include any relevant information, including the sender if available (e.g., Check Deposit 02/08/2024, July 2023 PA Dept of Ed Pmt for 23-24, PHEAA PA State Grant 22-23 SU)
- Credit Line Item Entry/Text Field:
  - Text: Enter details to explain why the revenue was collected, check number(s), check amount, and bank bag number.

### EVENT EXPENSES WITH ALCOHOL

Event expenses that include alcohol, need to be itemized to separate alcohol from food expense and select Alcohol Beverage Costs from the additional expense details (see below). The alcohol expense will then need to be allocated to OGE funds.

**Reminder:** Event Expenses/Group Meals are to be processed as a Travel Report, not Goods and Services in SAP.



The screenshot shows the SAP Expense Report form with the following details:

- Amount:** \$50.00
- Itemized:** \$50.00
- Remaining:** \$0.00
- Event Expense - Primarily for UNIVERSITY/COMMUNITY \$10.00**
- Attendees (2) | Allocate**
- Expense Type \*** (Required field): Event Expense - Primarily for UNIVERSITY/COMMUNITY
- Additional Expense Details:** Alcoholic Beverage Costs-Cannot be Charged to General F...
- Transaction Date \*:** 02/26/2024

### SIMBA/SAP Concur Classes:

#### Travel Expense

- Session 27813, Wednesday 3/6/24  
10:00 AM
- Session 28320, Wednesday 4/10/24  
10:00 AM
- Session 28321, Wednesday 5/8/24  
10:00 AM

#### Goods & Services

- Session 27818, Thursday 3/14/24  
1:00 PM
- Session 28322, Thursday 4/18/24  
1:00 PM
- Session 28323, Thursday 5/16/24  
1:00 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](#).