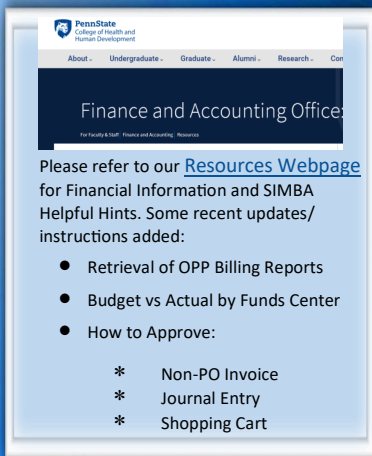


Finance Website



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

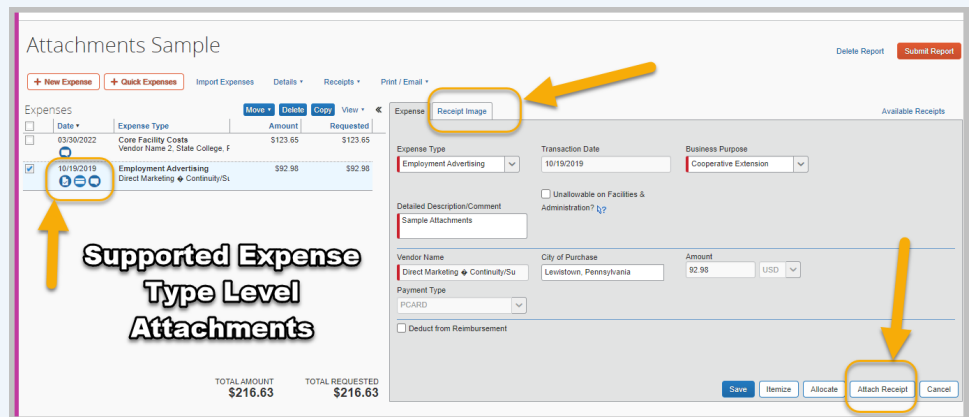
- Retrieval of OPP Billing Reports
- Budget vs Actual by Funds Center
- How to Approve:
 - * Non-PO Invoice
 - * Journal Entry
 - * Shopping Cart

CONCUR EXPENSE REPORT ATTACHMENTS - GOODS & SERVICES ONLY

The Penn State SAP Concur Attachments are flagged to be pulled into SIMBA for all postings once the daily financial posting process is run. This process will bring over any attachments that may be on the SAP Concur expense report. The only attachments that will come over are those at the expense type level. The SAP Concur header attachments are not supported with this SIMBA integration. The attachments feature was "turned on" as of April 15th, 2022 and will process daily at 1:30pm. No Penn State Concur attachments are available in SIMBA from July 1, 2020, through April 14th, 2022. Additional information can be found [here](#).

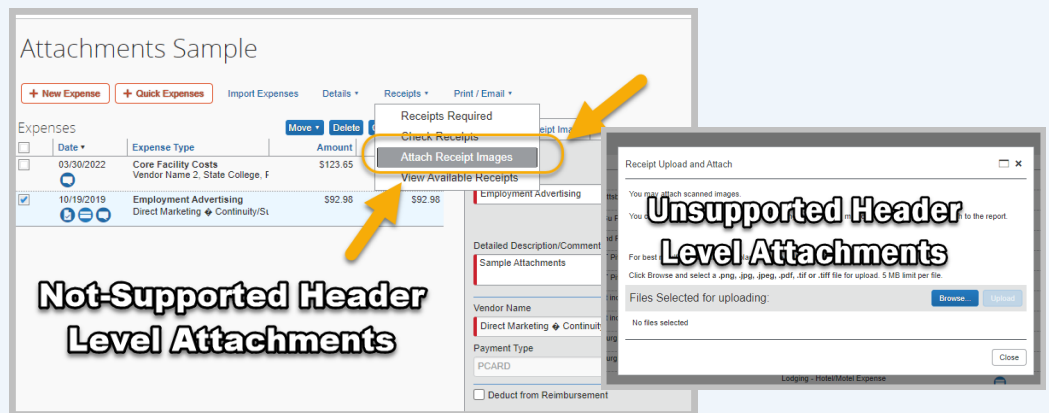
Note: If Research Approval is needed, please attach at the expense type level.

Supported Expense Type Level Attachments (The only attachments that will come over are those at the expense type level)



The screenshot shows the SAP Concur interface with a table of expenses. The row for '10/19/2019 Employment Advertising' is highlighted. A yellow arrow points to the 'Receipt Image' button in the top right. Another yellow arrow points to the 'Attach Receipt' button in the bottom right. A third yellow arrow points to the 'Receipts' icon in the table row. The text 'Supported Expense Type Level Attachments' is overlaid on the image.

Unsupported Header Level Attachments (The SAP Concur header attachments are not supported with this SIMBA integration)



The screenshot shows the SAP Concur interface with a table of expenses. The row for '10/19/2019 Employment Advertising' is highlighted. A yellow arrow points to the 'Attach Receipt Images' button in the top right. Another yellow arrow points to the 'Receipts' icon in the table row. A third yellow arrow points to the 'Receipt Upload and Attach' dialog box. The text 'Unsupported Header Level Attachments' is overlaid on the image.

SIMBA/SAP Concur Classes:

Travel Expense

#24643, Wednesday, 5/11/2022,
10:00 AM to 12:00 PM

PCard Policy & Procedure Training

Tuesday, May 3, 1:30-3:00

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](#).

END OF YEAR PREPARATION

As we enter the last quarter of FY22, please remember to start reviewing and making any needed corrections to the following to be prepared for 6/30/2022:

- LD Plans in Error
- Temp Sal Accounts
- Departmental Clearing Accounts