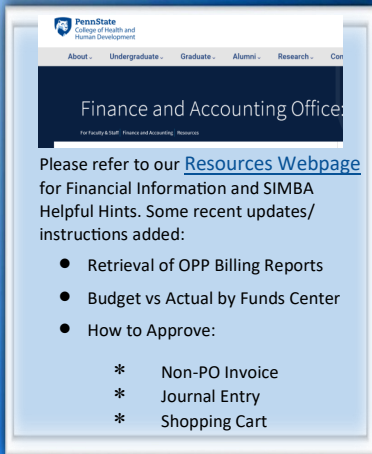


Finance Website



SIMBA/SAP Concur Classes:

Travel Expense

Session 28321, Wednesday 5/8/24
10:00 AM

Goods & Services

Session 28323, Thursday 5/16/24
1:00 PM

Approver Sessions

Session 28625, Thursday 5/9/24
12:00PM

Session 28669, Thursday 7/25/24
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](#).

BUDGET CLEAN UP

- Please review and update the LD Plans for your area. There should not be any distributions to the HHD Salary Clearing Account.
- Check your Temp Sal account to see if there are distributions that can be redistributed to a new account.
- Review the Clearing Account for your area. JE expenses to new accounts when possible.

EVENT EXPENSES - UNALLOWABLE

REMINDER: Since the decommissioning of allowable event expense GL's:

- When submitting an SAP report you must check off the box for "Unallowable on Facilities & Administration", see below:

Expense Type *

Event Expense - Primarily for GUESTS/DONORS/CANDIDATES/BOARDS

Additional Expense Details

None Selected

Transaction Date *

08/01/2023

Business Purpose *

Research/Grant

Event Location *

State College

Unallowable on Facilities & Administration? ?

- When submitting SIMBA documents and shopping carts, unallowable F&A GL's ending in "01" must be used.

FISCAL YEAR END REMINDERS/HELPFUL REPORTS

SAP:

- ALL G&S Transactions (including group meals/conference registrations categorized as G&S/future travel expenses categorized as G&S/gift cards/etc.) and Travel that has taken place for FY 2023-2024 (dated 6/30/2024 and earlier) must be submitted to the Finance Office for approval by 4:30 pm Monday, July 1, 2024.
- **Reminder:** Event Expenses/Group Meals are to be processed as a Travel Report, not Goods and Services in SAP.

SIMBA:

- Missing goods or invoice receipts ([GL Line Item Display GL View](#)).
- Blocked invoices due to missing or incorrect goods confirmations or pricing discrepancies ([Blocked Invoice No GR Report](#)).
- Everything open for a supplier ([Vendor Line-Item Report](#)).