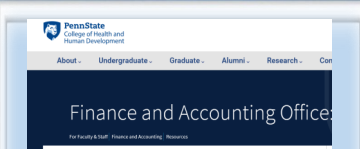


Finance Website



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

Pcard Training
recommended for all users!

SIMBA/SAP Concur Classes:

Goods & Services
#23469, Wednesday, 10/13/2021, 10:00 AM to 12:00 PM

Travel Expense
#23470, Wednesday, 10/20/2021, 10:00 AM to 12:00 PM

PCard Policy & Procedure Training
#23494, Wednesday, 10/06/2021, 10:00 AM-12:00 PM

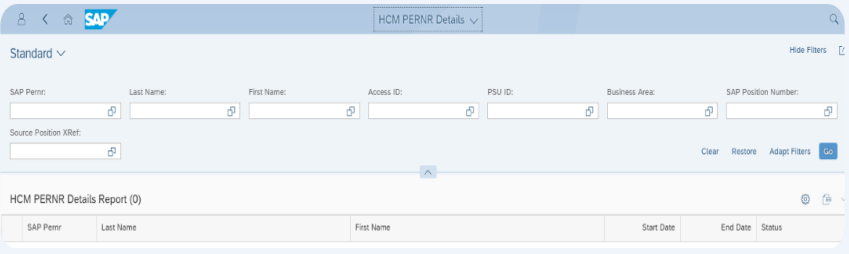
Click [Here](#) to register through LRN
Or
[Corporate Controller's Website](#)

BOBJ Open Office Hours:
Tues, Oct 12th, 9:30-10:30pm
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](#).

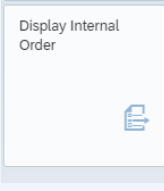
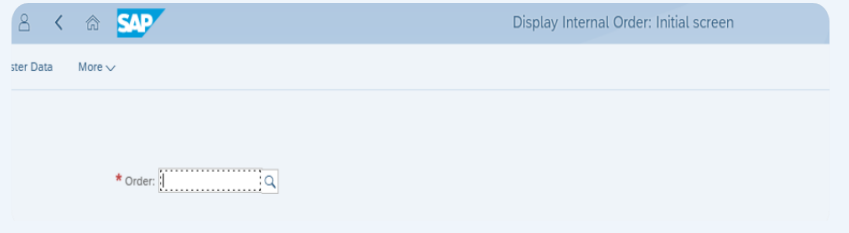
HELPFUL SIMBA FIORI TILES

HCM PERNR Details – Under the ‘Common Functions’ category you will find this tile helpful to locate an employee’s SAP PERNR number, SAP position number, and PSU ID.

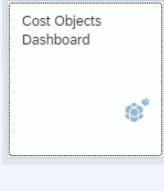
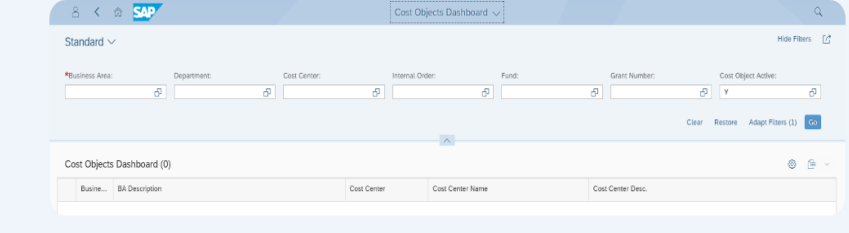
SAP HCM PERNR Details Report interface showing search filters for SAP PERNR, Last Name, First Name, Access ID, PSU ID, Business Area, and SAP Position Number. The report table below shows columns for SAP PERNR, Last Name, First Name, Start Date, End Date, and Status.

Display Internal Order – Under the ‘GL Display and Reporting’ category you will find this helpful tile that will show you the details of the Internal Order/ Sponsored Program; start/end date, responsible cost center, functional area, fund, & person responsible.

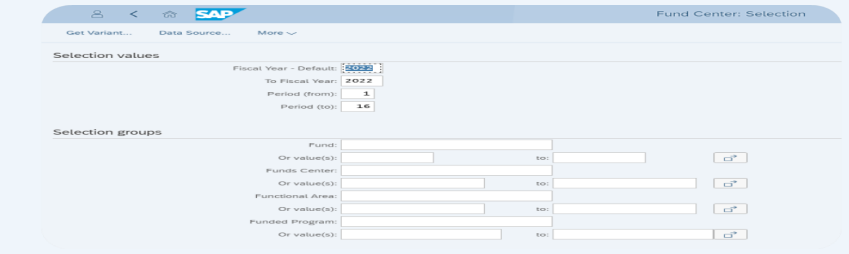
SAP Display Internal Order: Initial screen interface with a search field for Order number.

Cost Objects Dashboard – Under the ‘GL Display and Reporting’ category you will find this tile helpful to view Cost Centers and the Internal Orders within those cost centers. This is the best way to find the most up-to-date list of Internal Orders.

SAP Cost Objects Dashboard interface showing filters for Business Area, Department, Cost Center, Internal Order, Fund, Grant Number, and Cost Object Active. The table below shows columns for Business Area, Internal Description, Cost Center, Cost Center Name, and Cost Center Desc.

Budget vs Actual by Funds Center – Under the ‘FM Master Data Display and Reporting’ category this tile will display details such as revenue, budget, commitments, actuals, and available balance for a Cost Center and/or Internal Order. You can drill into the amounts by double clicking on them.

SAP Fund Center: Selection interface showing selection values for Fiscal Year (2022), Period (1 to 16), and selection groups for Fund, Functional Area, and Funded Program.

**There are step-by-step instructions for most of these reports on our [Resources Webpage](#).

OCTOBER 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2 Home Football Game vs Indiana
3	4	5	6	7 Final Day to Process Documents through Workflow (4:30 PM EST) to post for M03	8 B07 Wage Payday	9 Away Game
10	11 Columbus Day 	12	13 B08 Wage Deadline HHD Monthly Admin Team Zoom Call 1-2:30	14	15	16 No Game Open Week
17	18 Payroll Deadline at 5:00 pm	19	20	21	22 B08 Wage Payday	23 Home Football Game vs Illinois
24 Halloween 31	25	26	27 B09 Wage Deadline	28	29 M04 Monthly Payday	30 Away Game