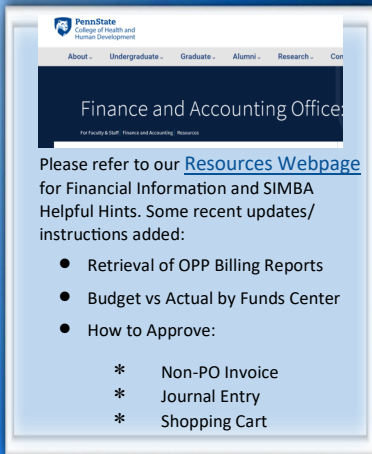


## Finance Website



### SIMBA/SAP Concur Classes:

#### Travel Expense

Session 27162, Wednesday 10/11/23  
10:00 AM

Session 27163, Wednesday 11/8/23  
10:00 AM

#### Goods & Services

Session 27158, Thursday 10/19/23  
1:00 PM

Session 27159, Thursday 11/16/23  
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](#).

### PURCHASE ORDER CHANGE FORM-SERVICENOW

To ensure a smooth Purchase Order Change Form (POCF) experience in the new ServiceNow tool, Central Procurement encourages reviewing the following:

- Decrease/release encumbrance, modify an account assignment, cancel a purchase order, or change a goods recipient by [submitting a form](#).
- For [increases, create a new shopping cart \(DOCX\)](#). Be sure to select "Purchase Order Change Request" on the shopping cart and include the previous purchase order number in the "Reference PO" field.
- After a ServiceNow ticket is resolved, allow 24 hours for the update in Shop OnLion to reconcile in SIMBA financial modules.

### PRE-APPROVED HARDWARE ORDERING LIST

Great news! ISS has just made ordering IT items a little bit easier. They've created a pre-approved list of hardware that can be ordered without going through the helpdesk. This list includes commonly ordered items such as:

- Keyboards
- Mice
- Flash drives
- Speakers
- Headphones, and more.

You can view this new list on the [ISS Purchasing Site](#) under the Pre-Approved Hardware button. Any items that are **not** included on the list will still need to be purchased through the helpdesk.

As always, if you need any assistance finding the right hardware for your specific needs, you can still contact us by email at [iss-helpdesk@psu.edu](mailto:iss-helpdesk@psu.edu) or by creating a ticket at <https://help.hhdev.psu.edu/>.

### PRE-APPROVED SOFTWARE

A pre-approved list simplifies software decision-making and can eliminate the need to submit a Software Request Form to obtain a one-time delegation to accept associated electronic terms and conditions. University-wide blanket delegations for the pre-approved software list are subject to additional outlined steps.

University employees are permitted to accept electronic terms and conditions for pre-approved software as long as the outlined accessibility, data, and courseware requirements are followed.

Chief Procurement Officer Duane Elmore encourages, "Check the pre-approved software list to see if you are permitted to acknowledge the online terms and conditions before installation. The vetted software saves time since it meets Penn State's requirements."

Central Procurement is currently reviewing additional software to add to the list with university-wide blanket delegation.

Stay in compliance and save time by exploring [pre-approved software](#) or follow the [new software request process](#) for review and approval.