Finance NEWS

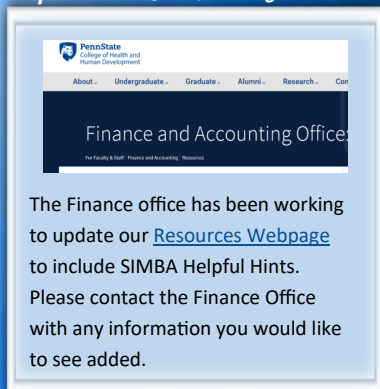## PennState
College of Health and Human Development

Training

SIMBA Training Courses

Concur Goods & Services

#22200, Wednesday, 1/20/2021
10:00 AM to 12:00 PM

Request Pcard Maintenance Training

#22199, Thursday, 1/14/2021
10:00 AM to 11:30 AM

SAP Concur Travel Expense

#22198, Wednesday, 1/13/2021
10:00 AM to 12:00PM

SIMBA SHORTS

You've been anticipating them and they're starting to arrive! SIMBA Shorts are bite-sized learning nuggets which contain a video and commentary explaining a single transaction. Several SIMBA Shorts surrounding Shop OnLion are currently available with more in the works. Keep checking the SIMBA Shorts page for more postings.

WEBI 101 SIMULATIONS

Webi 101 & Simulations
A Webi 101 video tutorial is now available for end-users to gain a basic understanding of some of the features of Webi (Web Intelligence), which is part of the Business Objects (BOBJ) reporting tools suite. In addition to the video tutorial, Webi Simulations and Hands-on Guides are also available showcasing some of the Webi report functionality.

FORMAT FOR NAMING A SHOPPING CART AND SAP REPORT

All procurement orders and many SAP Concur reports that come to the Finance Office for final approval are routed to one approval queue. To help us identify which department is submitting the request, we would like you to use your departmental IBIS mnemonic when naming a shopping cart and an SAP report. Please add the mnemonic to the beginning of the shopping cart name or SAP report name (use SU when charging Start Up funds).

For SAP Reports:

- Report name format should include: mnemonic, dates of travel (M/D-M/D/YY), destination (city, state), last name, first initial.

  - Example: SU; 2/5-2/8/18;Washington,DC;Smith,T

- Report name for a group meal format should include: mnemonic, dates of meal, restaurant, destination.
  - Example: SU; 2/5/18;TheDeli;StateCollege,PA;Smith,T

- Report name for pcard expense should include: mnemonic, date of purchase, supplier, last name, first initial.

  - Example: SU; 2/5/18;Amazon; Smith, T

NEI FORM FOR NON-EMPLOYEES

An NEI form will need to be completed by any NON-employee that will be receiving payment from PSU (research participant, honorarium, travel expenses (when allowed), etc...). The completed form should be kept on file within your department (paper copy, saved in Box, etc…). All Non-PO payments processed to Non-US Citizens will need to have the NEI form and additional required documentation attached to the NON-PO in order to process payment. If non-US citizens are receiving an honorarium and did not travel to the United States, please have the individual check mark "Other-please specify" in Section 3 with a statement such as "Did not travel to US, presented at virtual conference/seminar.

- *https://www.simba.psu.edu/faqs/faqsaccountspayable/*

- *https://guru.psu.edu/resources/decision-tools/non-us-citizen-payment-guidelines/non-us-citizen-payment-guidelines-SIMBA*

- *https://guru.psu.edu/Forms/non-employee-information-form.pdf?logged=true*

GOODS CONFIRMATION PROCESS IN SIMBA

As things become more familiar and progress forward, most of the goods confirmations will, and should, be happening prior to the invoice being received at all.

- The individual performing the goods confirmation should be looking at the PO to see what was ordered, then comparing that information against what was actually received (PO/GR match).

- Once an invoice is received for payment, AP will compare the information on the invoice against the PO and the GR before entering the invoice for payment (PO/GR/IR match). NOTE: AP would only pay for the quantity that was actually received vs. what the invoice indicates we should have received.

Click link for more details: *https://purchasing.psu.edu/features/the-goods-confirmation-process-it-relates-simba*

Health & Human Development   Finance Office

January 2021						
Sunday	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**
					1 Last Day of Break	**2**
3	**4** Back to Work!	**5**	**6** B14 Wage Deadline HHD Admin Team Zoom Mtg 1-2:30	**7**	**8**	**9**
10	**11**	**12** SUPP Workday Forms Due	**13**	**14**	**15** **B14 Bi-Weekly Payday**	**16**
17	**18** Martin Luther King Day No Class	**19** CLASSES BEGIN	**20** B15 Wage Deadline HHD Admin Team Zoom Mtg 1-2:30	**21**	**22**	**23**
24 / 31	**25** Monthly Payroll Calculate	**26**	**27**	**28**	**29** B15 Bi-Weekly Payday **M07 Monthly Payday**	**30**