



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

#23002, Wednesday, 7/21/2021, 10:00 AM to 12:00 PM

#23005, Wednesday, 9/22/2021, 10:00 AM to 12:00 PM

Travel Expense

#23003, Wednesday, 7/28/2021, 10:00 AM to 12:00 PM

#23004, Wednesday, 9/15/2021, 10:00 AM to 12:00 PM

PCard Policy & Procedure Training

Wed, June 9th, 9:00-10:30am

Thurs, Sept 9th, 9:00-10:30am

Tues, Nov 9th, 1:30-3:00pm

Click [Here](#) to register through LRN

Or

[Corporate Controller's Website](#)

BOBJ Open Office Hours:

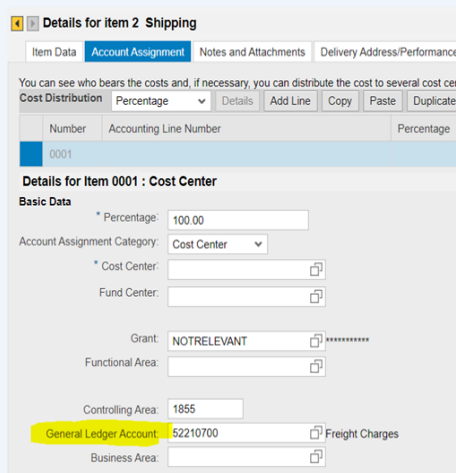
Tues, June 15th, 3:00-4:00pm

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](#).

PRODUCT CATEGORY (Purchasing) vs GL ACCOUNT (Finance)

When entering shopping carts either Free Text or by catalog, please be sure to verify the correct Product Category and GL Account are being used. Specifically, for Freight/Shipping, the GL Account should be the same as the items being ordered but the Product Category should be for Freight/Shipping.



Details for Item 2 Shipping

Item Data | **Account Assignment** | Notes and Attachments | Delivery Address/Performance

You can see who bears the costs and, if necessary, you can distribute the cost to several cost centers.

Cost Distribution	Percentage	Details	Add Line	Copy	Paste	Duplicate
Number	Accounting Line Number	Percentage				
0001						

Details for Item 0001 : Cost Center

Basic Data

* Percentage: 100.00

Account Assignment Category: Cost Center

* Cost Center: []

Fund Center: []

Grant: NOTRELEVANT

Functional Area: []

Controlling Area: 1855

General Ledger Account: 52210700 [] Freight Charges

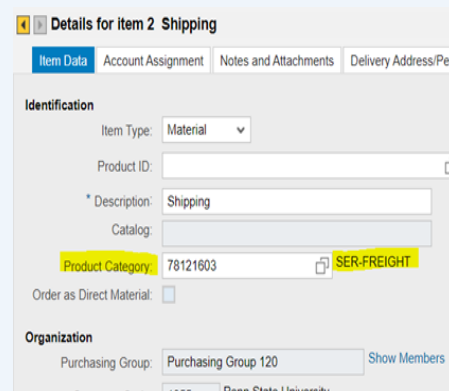
Business Area: []

GL (General Ledger) Account can be found on the Account

Assignment Tab, it auto-populates to a Freight charges GL Account but needs to be updated to the same GL as the items being ordered – in this scenario it is lab supplies.

****NOTE:** to update the GL Account, type in the new number or search then click onto another tab (Notes and Attachments for example) then back on Account Assignment. It should update the GL Name from Freight

Charges to SUP-Laboratory. See Finance Website for details.



Details for Item 2 Shipping

Item Data | **Account Assignment** | Notes and Attachments | Delivery Address/Performance

Identification

Item Type: Material

Product ID: []

* Description: Shipping

Catalog: []

Product Category: 78121603 [] SER-FREIGHT

Order as Direct Material: []

Organization

Purchasing Group: Purchasing Group 120 [] Show Members

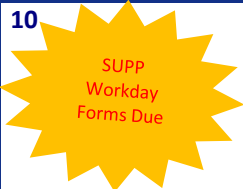
Company Code: 4500 Penn State University

PURCHASE ORDER OPTION LINE GUIDANCE FORM

The [Purchase Order Option Line Guidance form](#) is used to notify Procurement Services when exercising Purchase Order Options Lines. It is necessary to indicate if the purchase order option is being exercised for: the current fiscal year or the next fiscal year. When an option is exercised, the option is not active until the period of performance start date. The information to be included in the **verification of option line account assignment** table is used to verify the information as provided on the original purchase order. If this account information needs to be changed, please complete the [Purchase Order Change Form](#). The Purchase Order Option Line Guidance Form **cannot** be used to change the account assignment. Please see the form [instructions](#) regarding the submission process.

LABOR DISTRIBUTION

The non-student labor distribution plans for fiscal year 2021-2022 are now available for planning. The tile labeled "New Labor Distribution Plans" has been renamed to "Newest Fiscal Year LD Plans" and now only holds new, never-before planned FY22 LD plans. Plans with the salary clearing cost center as the pay account will need to be distributed. Once the FY22 plan has been distributed and processed through the approval workflow it will reside in the All Labor Distribution Plans tile and will no longer appear in the Newest Fiscal Year LD Plans tile. The *Labor Distribution plans in Error* and the *All Labor Distribution Plans* tiles include a filter for fiscal year so you can focus on the current fiscal year and wait to process any FY22 plans until you are ready. Any new FY21 LD plans will be available in both the error and all LD plans tiles. Student labor distribution plans for fiscal year 2021-2022 will be available mid-June.

JUNE 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4 B24 Bi-Weekly Payday	5
6	7 Final Day to Process Documents through Workflow (5:00 PM EST) to post for M11	8	9 B25 Wage Deadline HHD Bi-Weekly Admin Team Zoom Call 1-2:30	10 	11	12
13	14	15 20-21 Shopping Carts less than \$10,000 for noncatalog orders need to be received by Procurement	16	17 Payroll Deadline at 5:00 pm	18 B25 Bi-Weekly Payday All Invoices charged to 2020-21 due today!	19
20	21	22	23 B26 Wage Deadline HHD Bi-Weekly Admin Team Zoom Call 1-2:30	24 Last day Proc Services can accept PO Change Forms	25 General Stores orders must be through the order process at 3:30 today.	26
27	28	29	30 M12 Monthly Payday Goods Receipts chargeable to 20-21 must be completed			