



Training

[SIMBA Training Courses](#)

Concur Goods & Services

#22662, Thurs, 3/25/2021
10:00 AM to 12:00 PM

Pcard Maintenance Training

#22664, Wed, 3/31/2021
10:00 AM to 11:30 AM

Concur Travel Expense

#22663, Wed, 3/10/2021
10:00 AM to 12:00PM

<https://sapconcur.psu.edu/sap-concur-training-options>

SIMBA SHORTS

[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. Keep checking back because new items are continually added.



SIMBA WIRE PAYMENTS

For SIMBA wire payments, departments must attach the banking information to the document when submitting the payment request. This will allow Accounting Operations to validate that the banking information is accurate prior to making the payment. Foreign payees that still prefer to receive a paper check should have that notated in the note section of the document.

If the banking information is not attached to the SIMBA document when it arrives in Accounting Operations, the form will be rejected.

CAPITAL GLs

Capital GLs are blocked for departments to use when creating a shopping cart. Please assign GL 52271000 and the cart will then be routed to the Property Inventory office since its over \$5,000. Property Inventory will then be able to assign it an asset shell which will change the GL to a capital GL.

BACKGROUND CHECK/FINGERPRINTING FEES

Background check and fingerprinting fees should be charged to a departmental account using GL 52571000 (Fees & Charges). A Journal Entry will need to be completed after the fact to move the charge to Human Resources IO 800000003309, Background Check Expenses. These fees should not be directly charged to the central account.

HOW TO VIEW YOUR PARKED DOCUMENTS

Search Display Parked Document, Click Document List (top left corner), no need to enter or change anything unless you want to see documents entered by someone else in your area (put their PSU ID in Entered By: field), click Execute down in right hand corner. This should show you all of the parked documents. You can click on the document number to check where it is sitting. The Workflow tab shows who entered it and if it was Save As Completed (will have check mark in Doc. Complete). Services for Object, Workflow, Workflow Overview will show where it is in the approval flow (click blue Information link to see names).

SHOP ONLINE DELIVERY DATE

When creating a shopping cart, the delivery date will auto-populate to two weeks out to allow time for the shopping cart to make it through all approvals. Unless you have a special circumstance, where the delivery date needs to be changed, the system will default to the two week delivery period. For special circumstances, the delivery date should be within reason and a note added to the supplier notes with specific date and any special instructions.

FEE WAIVER PAYMENTS

When processing an Internal Service Request (ISR) for Fee Waiver Payments to the Graduate School, please use the new GL 52571001—Fees & Charges-Unallowable.

CONFERENCE & SEMINAR REGISTRATION

GL Account for Conferences & Seminar Registration is 52780700 (old object code 331). This includes Student Workshops, Online Virtual Courses, Classes, Digital Downloads and/or Webinars. This does not include online training when a certification is received upon completion. This would fall under GL Account 52571000 Miscellaneous Fees Expense.

March 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3 B18 Wage Deadline HHD Bi-Weekly Admin Team Zoom Call 1-2:30	4	5 Final Day to Process Documents through Workflow (5:00 PM EST) to post for M08 (FEB)	6
7	8	9	10	11 	12 B18 Bi-Weekly Payday	13
14 Daylight Savings Begin. Clocks are turned forward one hour.	15	16	17 B19 Wage Deadline HHD Bi-Weekly Admin Team Zoom Call 1-2:30	18 Payroll Deadline at 5:00 pm	19	20
21	22	23	24	25	26 B19 Bi-Weekly Payday	27
28	29	30	31 B20 Wage Deadline M09 Monthly Payday HHD Bi-Weekly Admin Team Zoom Call 1-2:30			