Assembly.

**SIMBA/SAP Concur Classes:**

- **Goods & Services**
  - #24276, Wednesday, 3/23/2022, 10:00 AM to 12:00 PM
- **Travel Expense**
  - #24274, Wednesday, 3/16/2022, 10:00 AM to 12:00 PM
- **PCard Policy & Procedure Training**
  - Wednesday, March 9, 9:00-10:30
  - Thursday, April 7, 9:00-10:30
  - Tuesday, May 3, 1:30-3:00

Click [Here](#) to register through LRN or [Corporate Controller’s Website](#).

**BOBJ Open Office Hours**

**Upcoming Sessions:**

- BOBJ every second Tuesday 9:00-10:00 am starting 1/11/22
- Open Reporting Hours every fourth Thursday 9:00-10:00 am starting 1/27/22

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](#).

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

**Finance Website**

**OGE/MGR/ENDOWMENT REPORTING**

To view reports for OGE and MGR accounts:

- Always start with FY 2020 and run through the current FY. These are life to date accounts that began in 2020 and all years need to be viewed to get an accurate account balance.

To view reports for Endowment Accounts:

- Always start with FY 2021 and run through the current FY. These are life to date accounts that began in 2021 and all years need to be viewed to get an accurate account balance.

**CONTRACTS ROUTING PROCESS UPDATES**

Beginning on March 1st the following new processes will be in place:

Procurement has updated the contract submission form so that a single form can be used on contracts paid via purchase order, non-PO invoice contracts, P-Card contracts, electronic click-through type agreements (except for software), as well as non-financial contracts. This form and instructions can be found on the [contracts information](#) website.

Additionally, the [riskcontracts@psu.edu](mailto:riskcontracts@psu.edu) email address for submitting contracts is being retired. All contracts that use the new submission form should now be sent to [psucontracts@psu.edu](mailto:psucontracts@psu.edu).