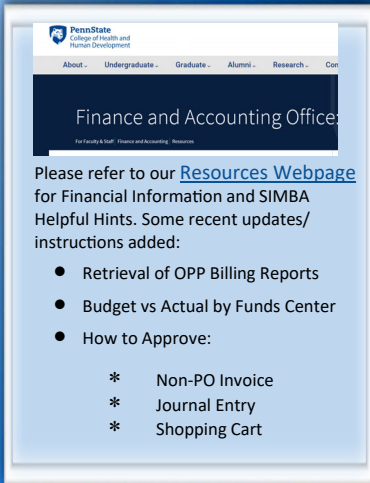


Finance Website



Finance and Accounting Office

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

#22850, Wednesday, 5/19/2021, 10:00 AM to 12:00 PM

Travel Expense

#22852, Wednesday, 5/12/2021, 10:00 AM to 12:00PM

PCard Policy & Procedure Training

Tues, May 18th, 1:30-3:00pm

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](#)

SIMBA SHORTS

[SIMBA Shorts](#) are bite sized learning nuggets which contain a video and commentary explaining a single transaction. Keep checking back because new items are continually added.

SHOPPING CARTS & LION MARKETPLACE CART

- ⇒ A Goods Confirmation must be completed on all Free Text shopping carts and any Lion Marketplace carts over \$5,000 once a PO # is created.
- ⇒ Try to be proactive. Once the items are received or the services have been provided, complete the Goods Confirmation.
- ⇒ A vendor will not be paid until a Goods Confirmation is completed and an invoice is received at psuinvoices@psu.edu. Be sure the vendor or yourself includes the PO # on the invoice or in the body of the email sent.

GIFT CARDS

All gift card purchases must be approved by the Finance Office BEFORE the gift cards are purchased. A completed Gift Card Request Form should be sent to Stephanie Krout (skk170) for review/approval. If approved, she will provide you with further instructions/guidance on how to proceed and how to reconcile. The HHD Gift Card Policy/Procedure and the Gift Card Request Form can be found on the Finance Office website under HHD Policies, Procedures and Miscellaneous Information.

MEMBERSHIPS

Cost Analysis provides a link on their website to determine **allowability of memberships** and what percentage of the membership should be marked as unallowable.

Check it out and bookmark this useful [site!](#)

OTHER RESOURCES:

- [Memberships and Their Allowability Amounts](#)
- [Guidance on Meals at Restaurants](#)
- [COVID-19 Travel Guidance](#)
- [Uniform Guidance Select Items of Cost](#)

SUPPLEMENTAL I PAYMENTS

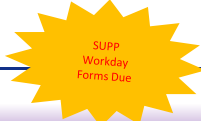
When entering Supplemental I forms in Neocase, keep in mind there are additional approvals needed in WorkDay for these payments. Make sure to allow adequate time for forms to be fully approved in Workday before the payroll deadline (see attached calendar). Make sure to use the HHD Salary Clearing Account #6970400090 as the pay account. Also, if a Summer Work Plan is needed, a fully approved plan must be sent to Nicky and Brian. The WorkDay form can't be approved by the Finance Office without a fully approved plan. The Summer Work Plan should also be attached to the LD Plan when making distributions.

GENERAL FUNDS BUDGETING

The SIMBA Budget General Funds Template is now available on the HHD Finance Office Resource page under the HHD Polices, Procedures and Miscellaneous Information accordion. Send completed template to Nicky and Brian for processing.

GL LISTING/PAYMENT DECISION MATRIX

The GL Listing on GURU is updated periodically to include newly added GLs. Please refer to the [SIMBA General Ledger \(GL\) Accounts and Payment Decision Matrix](#) when assigning GLs to financial transactions.

May 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	 B22 Bi-Weekly Payday Final Day to Process Documents through Workflow (5:00 PM EST) to post for M10	8
9 Mother's Day	10	11	B23 Wage Deadline HHD Bi-Weekly Admin Team Zoom Call 1-2:30	13	Payroll Deadline at 5:00 pm	15
16	17	18	19	20	B23 Bi-Weekly Payday	22
23	24	25	B24 Wage Deadline HHD Bi-Weekly Admin Team Zoom Call 1-2:30	27	M11 Monthly Payday	29
30	Time Off Holiday Memorial Day					