



Training

SIMBA SESSIONS



With
Debbie Meder

Date: Fri., Nov 13, 2020
Time: 9:00 am—11:00 am

There are two remaining live webinars on **November 13, 2020** and **December 11, 2020** from 9-11 A.M. Register in the LRN prior to each session so that your participation displays on your LRN transcript. Telephone: (646) 876-9923 or (669) 900-6833 Webinar ID: 236 385 230



BOBJ Reporting Session

Date: Tue, Nov 10, 2020
Time: 1:30 pm—2:30 pm

Business Objects (BOBJ) Reporting open sessions - open to FOs, Super Users and those who run reports:

[https://psu.zoom.us/j/97047669439?](https://psu.zoom.us/j/97047669439?pwd=MDBUbVBsVDRndmVBMVREOTVzTGJMUOT9)

[pwd=MDBUbVBsVDRndmVBMVREOTVzTGJMUOT9](#)

Password: 0911



Journal Entries and AP Invoices

For Journal Entries and AP Invoices, please be sure to use the text boxes. Please enter a short description of the transaction in both the document header text box and the smaller text box before the long text box. The short description is similar to the information you would enter for the “free space” on IBIS forms and this description is currently appearing on reports. Please continue to enter a detailed description in the long text that can answer the basic who, what, when, where, and why. The long text should be thought of as the “note pad” or “description” on IBIS forms.

Need to enter a note in a Non-PO invoice so the vendor will get an explanation on their remittance advice? Simply add the * symbol as the first character in the Header Text field followed by your note. This will enable the text to display on the vendor’s remittance advice.

SAP Allocations for Report (old X-Code)

Membership PCard Expenses

- If all or part of a membership should be X-Coded – you must check off the box for “Unallowable on Facilities & Administration”.
- If only part should be X-Coded, you must ITEMIZE the expense accordingly to break it out to the correct %. Check off the box for the portion that should be X-Coded.

Expenses				Itemization			
Date	Expense Type	Amount	Requested	Expense Type	Transaction Date	Business Purpose	Membership Duration
10/29/2020	Memberships - Individual Association of Governing Boards	\$100.00	\$100.00	Memberships - Individual	10/29/2020	Advertising/Public Relations	1 Year or Less
10/29/2020	Memberships - Individual	\$50.00	\$50.00	Memberships - Individual	10/29/2020	Advertising/Public Relations	1 Year or Less
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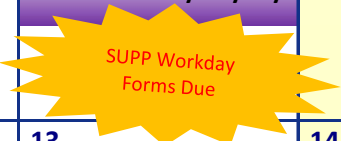

SIMBA : Journal Entry for Cash

All deposits will now be entered into SIMBA via a Journal Entry (Park GL Account Document tile). Instructions on how to complete this entry can be found on the SIMBA resources website under Finance > Cash / Accounts Receivable > SIMBA – Journal Entry for Cash Deposits. A direct link to the document is also provided below:

<https://www.simba.psu.edu/files/2019/04/SIMBA-Journal-Entry-for-Cash-Deposits.docx>

Recorded Snip-it session around using [Journal Entries for Cash/Check Deposits and it can be found here](#)

Need to find the GL for your bank deposit(s)? Information can be found on the SIMBA website under Resources > Support Resources > Conversion files > General Ledger Accounts > Bank GL Crosswalk.

November 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6 B09 Bi-Weekly Payday 	7
8	9	10 BOBJ Reporting Session 1:30-2:30	11 B10 Wage Deadline HHD Admin Team Zoom Meeting 1-2:30 pm	12	13 SIMBA Session 9:00 am - 11:00 am	14
15	16	17	18	19 HHD Dean's Office Listening Session 3:30 pm	20 B10 Bi-Weekly Payday Monthly Payroll Calculate HHD Admin Team Zoom Meeting 1- 2:30 pm	21
22	23	24 B11 Wage Deadline	25	26 THANKSGIVING 	27 CAMPUS CLOSURE	28
29	30 M05 Monthly Payday					