

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

#23471, Wednesday,
11/17/2021,
10:00 AM to 12:00 PM

Travel Expense

#23472, Wednesday,
11/10/2021,
10:00 AM to 12:00 PM

PCard Policy & Procedure Training

#PSU-109-023, Tuesday,
11/09/2021, 1:30 AM-3:00 PM

Click [Here](#) to register through LRN

Or

[Corporate Controller's Website](#)

BOBJ Open Office Hours:

Wed, Nov 10th, 1:30-2:30pm
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](#).

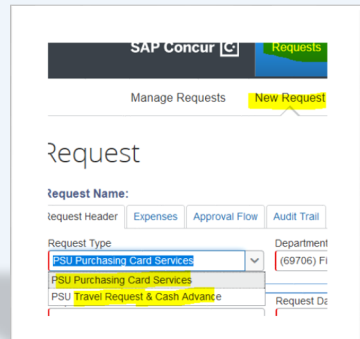
PCARD SPENDING LIMITS

Purchasing card holders have an Individual Transaction Limit and a Cycle Limit. If a purchase exceeds an individual limit, please submit a request in SAP. Once the request reaches a Finance Office approval queue, please contact a member of the Finance Office to review/approve. Please see our Finance Website under "SIMBA Helpful Hints, SAP, Temporary limit Increase" for instructions. Click [here](#) to view the Finance Website Resources Webpage. Click [here](#) for SAP Website.

HOW TO REQUEST A TEMPORARY INCREASE

You can request a Temporary Increase through SAP Concur for Goods & Services or for Travel by:

1. Complete the Request Header and the Expenses Tab.
2. Answer all the questions providing detailed explanation (Who, What, Where, When and Why).
3. Don't forget to hit save.



SAP Concur Requests

Manage Requests **New Request**

Request

request Name: []

request Header Expenses Approval Flow Audit Trail

Request Type Department

PSU Purchasing Card Services (69706) FI

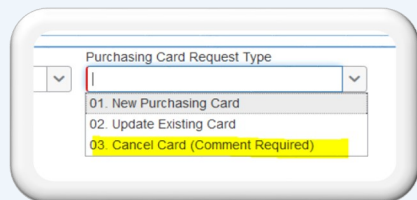
PSU Purchasing Card Services

PSU Travel Request & Cash Advance Request Di

HOW TO CANCEL A PURCHASING CARD

When cancelling a purchasing card:

1. Follow the same procedures for a temporary increase, but when you get to the "Purchasing Card Request Type" select "Cancel Card."
2. Answer all the questions providing detailed explanation (Who, What, Where, When and Why).
3. Don't forget to hit save.



Purchasing Card Request Type

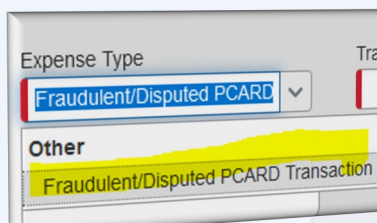
- 01. New Purchasing Card
- 02. Update Existing Card
- 03. Cancel Card (Comment Required)

HOW TO CLEAR A FRAUDULENT CHARGE

First, you will need to contact PNC and report the charge to start a dispute of the charge, then:

1. PNC will ask for the authorization code. This is the last 4 digits of the pcard user's PSU ID.
2. You need to go into SAP Concur and go to "Requests" at the top. Click "New Request," complete the Request Header.
3. Under "Purchasing Card Request Type", choose type, 03 Cancel Card (Comment Required).
4. Under "Reason for Request" choose 03 "Compromised/Lost/Stolen."
5. Complete the remaining questions.
6. Go to Expenses Tab and you should see "Expense Type 06. Close/Cancel Card."
7. Under is the Last 6 Digits of Existing Card.
8. If you do not see the last six digits of the pcard number, PNC has already cancelled the pcard.

*Always wait until you get a credit back from PNC for the fraud charge. Once you receive the credit, you will need to do a fraudulent charge expense report with both the debit and credit on the report.

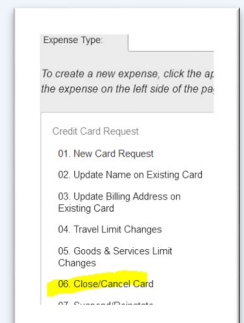


Expense Type

Fraudulent/Disputed PCARD

Other

Fraudulent/Disputed PCARD Transaction

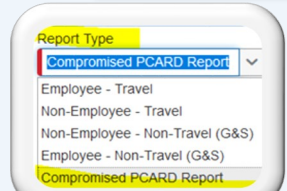


Expense Type:

To create a new expense, click the arrow on the left side of the page.

Credit Card Request

- 01. New Card Request
- 02. Update Name on Existing Card
- 03. Update Billing Address on Existing Card
- 04. Travel Limit Changes
- 05. Goods & Services Limit Changes
- 06. Close/Cancel Card

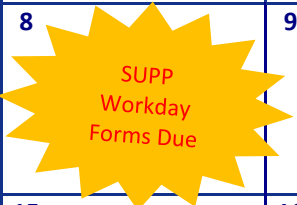


Report Type

Compromised PCARD Report

- Employee - Travel
- Non-Employee - Travel
- Non-Employee - Non-Travel (G&S)
- Employee - Non-Travel (G&S)
- Compromised PCARD Report

Click [here](#) to view SAP Website.

NOVEMBER 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4 HHD Faculty and Staff Listening Session 1:00 - 2:00	5 Final Day to Process Documents through Workflow (4:30 PM EST) to post for M04 B09 Wage Payday	6
7	8 	9	10 B10 Wage Deadline HHD Monthly Admin Team Zoom Call 1-2:30	11	12	13
14	15 Payroll Deadline at 5:00 pm	16	17	18	19 B10 Wage Payday	20
21	22	23 B11 Wage Deadline	24	25 Thanksgiving Holiday	26 CAMPUS CLOSURE	27
28	29	30 M05 Monthly Payday				