

## SIMBA Helpful Hints and Tricks

October 24, 2020

### BOBJ Update:

- There is a new report in the FM-Funds Management > Custom Folder. The report is called “Actuals Monthly Trending Report.” Please take a look and see if this report will help you review Funds Management data!
  - This report includes Actuals by quarter as well as Actuals by fiscal period.
- The GM-Grants Management > Custom Folder now includes two new reports: “Expenditures Report” and “Research Expenditures Report.”
  - Expenditures Report
    - Please be sure to check the new tabs for Expenditures by Funds Center and Expenditure Report.
    - If you use the input controls to search for a Grant or Sponsored Program, please be sure to use the “reset” button at the top of the Input Control panel before you start a new search.
    - Many thanks to user Jeff Popadines for creating and sharing this report with us!
  - Research Expenditures Report by BA and Dept ActRev\_ExpBud
    - This report shows expenditures by business area (BA) and department.
    - At this time, we are only showing Actual Revenue and Expense Budgets.
    - You can limit the data using the input controls for Funds Center and Grant.
- New [Webi Simulations](#) are available for learning! In the SIMBA website, go to Resources > Support Resources > SIMBA Resources > Reporting > Webi Simulations and Hands-on Guides
  - Save a Report
  - Search in Key for Prompt Item
  - Prompt Variants
  - Build an Input Control
  - \*More are coming soon!\*
- Our next BOBJ Open Office Hours will be November 10 at 1:30 pm (<https://psu.zoom.us/j/97047669439?pwd=MDBUubVBsVDRndmVBMVREOTVzTGJMUT09> )

### Journal Entry for Cash Deposits Snip-it:

- **The Cash Journal is being discontinued this month and replaced by a Cash Journal Entry.** The Cash Journal Entry is a more efficient process and will have a limited workflow. This will also be used for all cash deposits now done in the standard journal entry and will have a different workflow than the standard journal entry. This is used for cash AND check deposits.
- **This session shows end-users how to Create a Journal Entry for Cash Deposits:**  
[https://psu.mediaspace.kaltura.com/media/SIMBA+Snip-itA+Journal+Entry+for+Cash+Deposits/1\\_docmsgy5](https://psu.mediaspace.kaltura.com/media/SIMBA+Snip-itA+Journal+Entry+for+Cash+Deposits/1_docmsgy5)
  - Can be found on SIMBA page under Training / SIMBA Snip-its / Snip-it Name: Journal Entry for Cash Deposits
- **For Reference Document, go to:** Resources / Support Resources / Simba Resources / Finance / Cash Accounts Receivable / SIMBA – Journal Entry for Cash Deposits updated 10/20/20
- **HIGHLIGHTS:**
  - Use the **Park GL Account Document** tile or **JV Upload**
  - **Reference Field:** Business Area + Today’s Date + User Initials + Sequential Number for User
    - Example: 212010242020AJC1
    - Format requested by Bank Reconciliation Team

- **Document Type: Use YC for Cash Deposit JE** (*used for cash, checks, ach, wires, etc.*)
  - If the field is grayed out, go to Editing Options, click drop-down for Doc. Type Option and change to Document type ready for input, click Change
- **Document Header Text:** Cash Deposit (can include any other specific information)
- **Long Text Field:** Details are STILL required to be included in the text (5 W's)
- **For the Bank Clearing GL line, you must enter**
  - **Business Area** (your Business Area - 2120)
  - **Fund** (always enter cash fund no matter the type of cash deposit – 1850000001)
  - **Grant** (if not related to grant – NOTRELEVANT)
- **Bank GL Account Crosswalk Spreadsheet:**
  - Go to SIMBA page: Resources / Support Resources / Conversion Files / Access to Conversion Data Files / Under General Ledger Accounts, Click Bank GL Crosswalk
- **To Reverse a Journal Entry** – reach out to Admin Services to reverse the entry (Only accessible by FO)
- **One entry per deposit** – If you have 5 deposits slips, you will have 5 different entries – Consider using JV upload (*but you may enter manually*)
- No longer the need to separate cash from checks or to record checks individually
- No more receipt option. Use old cash receipt books. They are looking into options for enhancement down the road.
- **Approval** – You do not need to wait for the deposit slip to come back from the bank to approve the document – Entry should be in SIMBA before it comes in from the bank so it has time to clear.
- The day you make the deposit should be the day you make the Journal Entry

## One-Time Payments to Individuals:

- Refer to document outlining information around the one-time payments to individuals: <https://www.simba.psu.edu/support/supportresourcesfinance/>
  - Under **Accounts Payable**, click **SIMBA – One-time Payments to Individuals**

## OPP Monthly Billings – How to view invoice:

- Got to SIMBA Fiore Tile: **FM Budget vs Actual Summary Report**
- Enter:
  - Fiscal Year – 2021
  - From Fiscal Period – 0 / To Fiscal Period – 16
  - Business Area – 2120
  - Enter either Funded Program = IO OR Funds Center = Cost Center
- Click **GO**
- Click to expand **Rev/Exp: Expense**

SAP FM Budget vs Actuals Summary Report

Standard \* ▾ Hide Filters

\*Fiscal Year: 2021 \*From Fiscal Period: 0 \*To Fiscal Period: 16 \*Business Area: 2120 Fund: Funded Program: 15000000316

Funds Center: Commitment Item: Functional Area: Grant: Fund Type:

Clear Restore Adapt Filters (5) Go

FM Budget vs Actuals Summary Results (5)

Go To Details	Fiscal Year	Commitment Item	Commitment Item Name	Budget
>	Rev/Exp: Expense			0.00 USD
				0.00 USD

- Click to expand **OPP Work Order Svc**

SAP FM Budget vs Actuals Summary Report

Standard \* ▾ Hide Filters

\*Fiscal Year: 2021 \*From Fiscal Period: 0 \*To Fiscal Period: 16 \*Business Area: 2120 Fund: Funded Program: 15000000316

Funds Center: Commitment Item: Functional Area: Grant: Fund Type:

Clear Restore Adapt Filters (5) Go

FM Budget vs Actuals Summary Results (5)

Go To Details	Fiscal Year	Commitment Item	Commitment Item Name	Budget
▾	Rev/Exp: Expense			
>		CI Nbr/Name: 52210200 Postage and Mailings		0.00 USD
>		CI Nbr/Name: 52300300 IT Cell Svc-Dev A FA		0.00 USD
>		CI Nbr/Name: 52362010 OPP Work Order Svc		0.00 USD
>		CI Nbr/Name: 52571000 Fees - Charges		0.00 USD
>		CI Nbr/Name: 52600310 SVC-Ext Maint Svc		0.00 USD
				0.00 USD
				0.00 USD

- Click on **Go to Details**

SAP FM Budget vs Actuals Summary Report

Standard \* ▾ Hide Filters

\*Fiscal Year: 2021 \*From Fiscal Period: 0 \*To Fiscal Period: 16 \*Business Area: 2120 Fund: Funded Program: 15000000316

Funds Center: Commitment Item: Functional Area: Grant: Fund Type:

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FM Budget vs Actuals Summary Results (5)

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▾	Rev/Exp: Expense			
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>		CI Nbr/Name: 52300300 IT Cell Svc-Dev A FA		0.00 USD
▾		CI Nbr/Name: 52362010 OPP Work Order Svc		
		<a href="#">Go to Details</a>	2021 52362010 OPP Work Order Svc	0.00 USD
>		CI Nbr/Name: 52571000 Fees - Charges		0.00 USD
>		CI Nbr/Name: 52600310 SVC-Ext Maint Svc		0.00 USD
				0.00 USD
				0.00 USD

- This will show the FM Budget vs Actuals Details Results

Posting Type(Bgt/Cmt/Act)	Funds Center	Funds Center Name	Funded Program	Funded Program Name	Fund	Fund Nat
ACTUAL	2120200700	Facilities Safty E G	150000000316	21202 E G Facilities	1100000001	University

- Scroll to the FAR right to the **Act/Commit Ref Doc Num** column. Double click the blue document number.

Accounting Document Type	Accounting Document Type Name	Created By	Budget Ref Doc Num	Act/Commit Ref Doc Num	Doc Type	Doc Type Name
	JE Interface Posting	SIMJVIP		4200036094		

- Click **Continue** when this information box pops up.

✕

Information

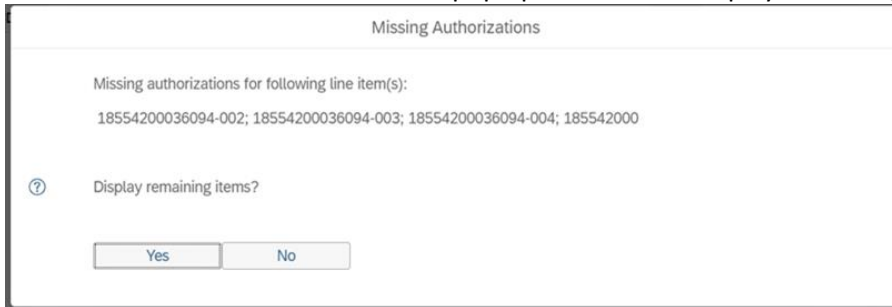
i All data is not displayed because authorizations are missing

Continue
Help

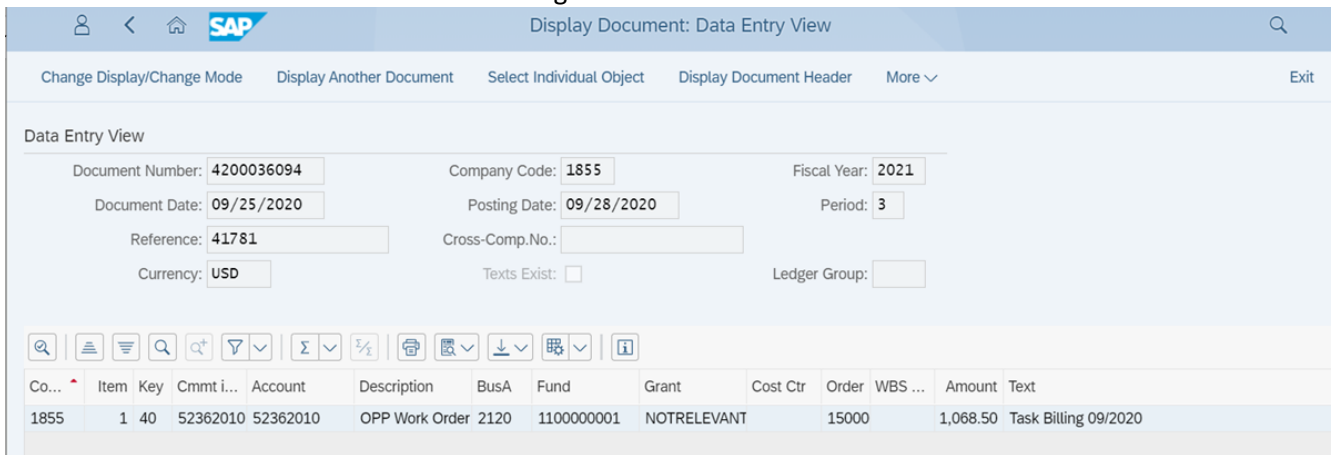
- Click **Choose** in the top left corner

RefDocNo	Item	VT	Value Type Text	Amt Type	Prd	FM Pstg Dt	BusA	Fund	G/L Acc	Cmnt item	Commitment item name
4200036094	1	66	Profit transfer postings	0100	3	09/28/2020	2120	1100000001	52362010	52362010	OPP Work Order Svc

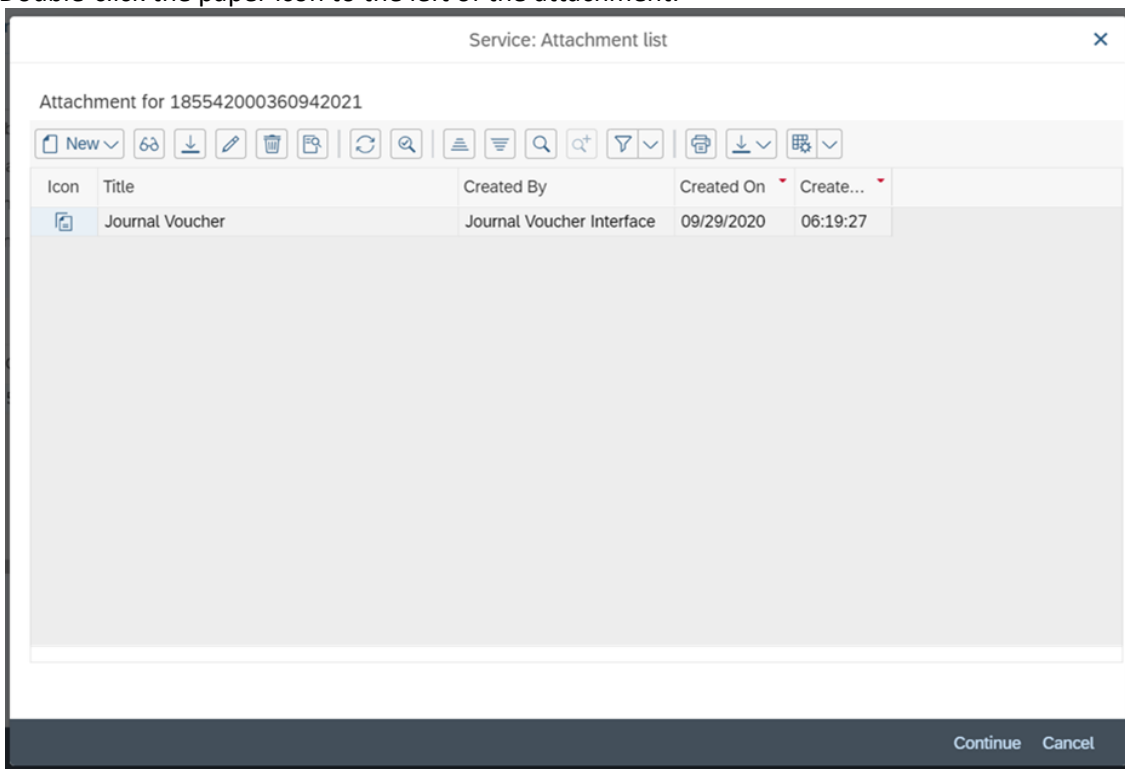
- This Miss Authorizations window will pop up. Click **YES** to display remaining items.



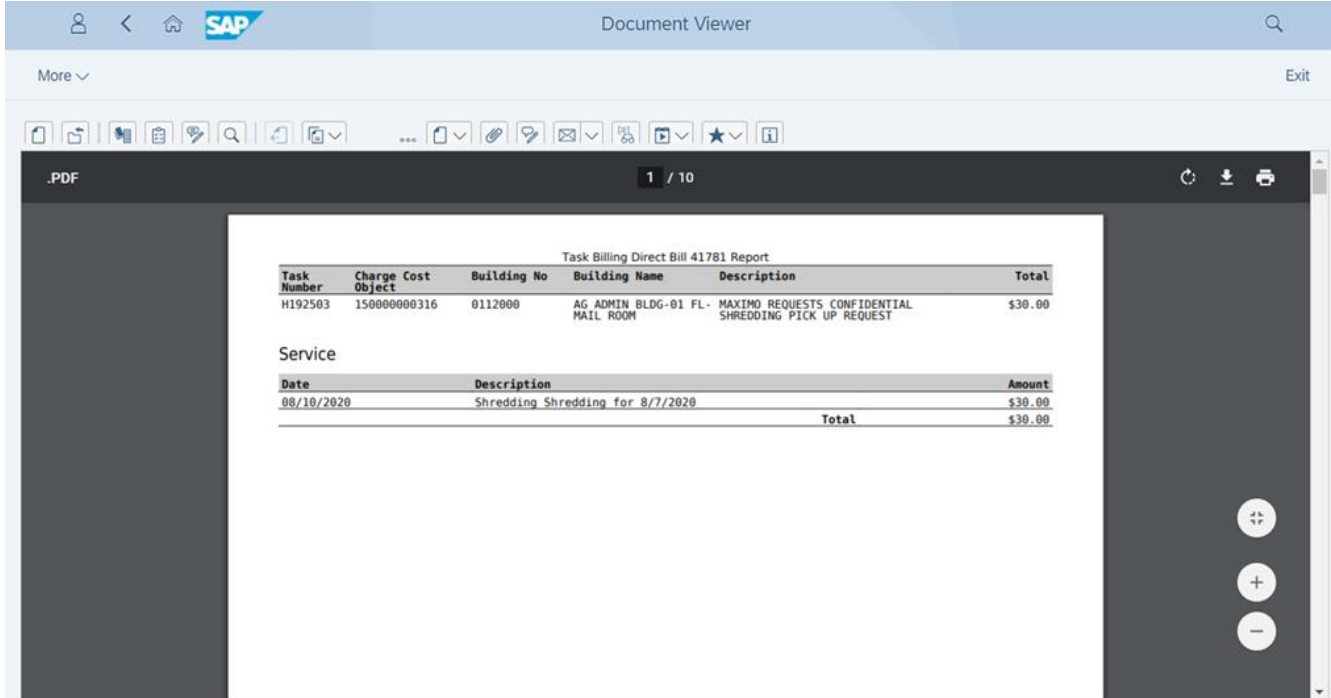
- This will display the SIMBA document. You will see the total of all OPP charges under the **Amount** column. **NOTE:** The OPP PDF does not have a grand total.



- Click on the **More** drop-down menu at the top right. Click **Services for Objects** and then **Attachment List**.
- Double-click the paper icon to the left of the attachment.



- Your detailed OPP invoice will open up.
- Hover at top to get the PDF and you can download or print (if you move your cursor away from top, the .PDF disappears).



### Research Participant Payments:

- A GL Account has been created for Research Participant payments: 52601500 (SVC-Research Participants)
  - It is also available in Concur to be used for Gift Card purchases for subject payments.

SIMBA GL Account	SIMBA GL Account Description (as it appears in SIMBA)	SIMBA Full GL Account Description	NOTES and USAGE:	LION Marketplace Catalog Supplier or Purchase (PO)	Purchasing Card (P-Card)	Non-PO Invoice	IBIS Object Code
52601500	SVC-Research Participants	Services External - Research Participants - Allowable F&A	Use to record payments to research participants (via cash, check and/or gift card)  College of Medicine should follow existing contract processes at Hershey Campus	YES  Preferred Method when gift cards or external parties utilized to make payments to participants  Gifts Cards available through Lion Marketplace  All agreements must be sent to Purchasing when PO is processed for review and approval in advance of payment	YES  Up to individual cardholder limits and prior written approval from Financial Officer	Only when participant payment will be made by cash or check  All agreements must be sent to Risk Management for review and approval in advance of payment	393

- Research participants being paid by CHECK need to register as a vendor.

### Research Participants who are Employees:

- This type of payment is 1099 reportable. Employee would have to be registered as a vendor to be paid. The vendor number range starts with 8 and has 9 digits.
- Refer to: <https://www.simba.psu.edu/files/2019/04/SIMBA-One-Time-Payments-to-Individuals.docx>
- The list of employees your trying to pay, would have to be provided to psusuppliers@psu.edu to be registered. You would need to supply W-9's and indicate to supplier admin, the purpose for getting them set-up (research participant), indicate that they are current employees. They also need an email address and phone number.

- **Employees with Legitimate 1099 Payments**

The employee vendor was created in SIMBA to be used strictly for cash/travel advances, refunds and reimbursement for travel or other expenditures through SAP Concur. The employee vendor set is established as non-1099 reportable.

- Employees who wish to provide goods or services to Penn State outside of their employment, especially if through procurement, should register in the Supplier Portal using a Federal Employer ID number, not their social security number.  
However, there are several use cases where an employee is eligible for a 1099 payment and should be registered as a 1099 vendor using their SSN:
  - Participation in a Research Study
  - Serving as an official/referee for sporting events
  - Performing services subject to 1099 reporting which are completely unrelated to the individual's employment at Penn State.
- There are also situations where individuals are Employee Vendors in SIMBA, but need to receive payment through the Non-PO Invoice:
  - Students receiving stipends from Associated Student Activities as officers of student organizations, who are also wage payroll employees
  - Penn State Health employees receiving non-employee awards or stipends, who are in SIMBA because of the need to include PSH employees supporting the College of Medicine  
These individuals are not able to register through the Supplier Portal, because their SSN will be flagged as already existing in the vendor record. Therefore, these individuals will have to register manually by submitting a W-9 form. A vendor number for this individual as a 1099 Vendor will be issued and must be used in place of the Employee Vendor number when payment through the Non-PO Invoice is required.

## Vendor/Supplier Registration Process:

The supplier/vendor registration process is experiencing longer than anticipated delays due to the large volume of suppliers/vendors requiring registration.

### Who is impacted:

Anyone trying to use a supplier for Purchasing and/or AP Invoice Processing.

### Timeframe of supplier registration:

During Penn State's transition to a new financial system and the high volume of registration requests, the timeframe for supplier approval is 10 business days.

### Supplier registration steps:

1. Supplier submits the [Supplier Registration Form](#). The [Supplier Registration Tip Sheet \(DOCX\)](#) or [Guide for Individuals \(DOCX\)](#) is available to help guide the process.
  - It is important for suppliers to fill out all required fields on the form, which are marked with a red asterisk.
  - If a required field does not apply to their company, suppliers should enter "0" and not leave the field blank.
  - Supplier should take careful note of any error messages returned after they click "Send."
  - If the form is completed and submitted successfully, suppliers will see a confirmation message instead of an error message.
2. Registration is approved after the Supplier Administration Team reviews and verifies the data.

3. Suppliers receive two emails from [vendor-reg@psu.edu](mailto:vendor-reg@psu.edu) within 10 business days of registration approval.
  - a. The first email includes a temporary URL and user ID.
  - b. The second email contains a temporary password. Suppliers have 31 business days before the temporary login expires.
4. Suppliers are prompted to change the temporary ID and password upon login.
5. FI role, that is needed for payment, is extended by Accounting Operations.
6. Job runs overnight to finish procurement set-up process, so supplier can be used for shopping carts and purchase orders.

### **Emergency:**

If you have identified an emergency on getting a supplier set-up which is the result of a sudden or unforeseen situation and with the potential to pose a threat to the safety of personnel or property requiring immediate attention, please use the following steps:

1. Confirm with the supplier that they have submitted the Supplier Registration Form
2. Confirm the supplier received the two emails from [vendor-reg@psu.edu](mailto:vendor-reg@psu.edu)
3. If your supplier can answer yes to Steps 1 and 2, please submit the [Supplier Support Form](#) requesting that the supplier registration receives immediate attention.
  - a. You will need to provide the supplier name, address, and the reason why this is an emergency.
4. If the supplier hasn't registered, please provide the link and ask that they register <https://vportal.simba.psu.edu/supplierregistration?spnego=disabled>.

### **Registration assistance:**

The best way for you or your supplier to reach out for assistance is by using the [Supplier Support Form](#). The form can be used to get help with extending the FI Vendor Role, setting up remit to addresses, and Supplier Portal log in issues (examples include a supplier needing a password reset, User ID information or the set-up emails to be re-sent), etc.

## **REMINDER:**

### **Vendor Addresses**

- When someone emails [psusuppliers@psu.edu](mailto:psusuppliers@psu.edu) to have a vendor address updated, they usually get a new vendor number that is somehow linked to the original vendor. They need to use that new vendor number for their payment.

### **ATTENTION APPROVERS**

- Please remember to review GL Accounts and descriptions. Many shopping carts and documents are coming through with the wrong GL Account and/or no purpose provided.