Creating an Internal Order Number

For the most up-to-date information, please visit this article in Service Now.

The IAF has the ability to create a SIMBA Internal Order (IO) Number from an Advanced Request (see “IAF Data Entry - Budget tab”) or a Standard Request.

Advanced Request

Advanced funds can be requested by two (2) different methods:

- A pending proposal (a submitted Proposal IAF) should use the “Start an Advanced Fund Request” from the “Create IAF” menu. This will convert the Proposal IAF to an Award IAF. Then the “Budget” tab should be modified to indicate the request for advanced account, if not previously specified. The IAF should then be submitted to the CPO. If the CPO acknowledges the IAF through the Negotiation Manager, the advanced request is submitted once the log record is confirmed and the "Start an Advanced Fund Request" step is not needed.
- Select “Create AIAF” from the “Create IAF” menu and indicate advanced request on the “Budget” tab.

The IO will be created when the Award IAF or AIAF is submitted and all compliance approvals (COI, Export, Human, Animal, Biosafety, Radioactive) are completed.

Standard Request

If advanced account is not requested, the Internal Order (IO) will be created when the central processing office fully processes the award.

An email (see below) is sent to the Financial Account Creation Contact Email for the administering unit from epiaf@psu.edu with the subject "Account Created for Request: ... OSP#". The Financial Account Creation Contact Email contact email list can be found on the “Role Administration” list and any changes should be submitted to epiaf@psu.edu by a unit AOR.

IAF’s that identify College of Medicine as the administering unit are sent to the user that starts workflow.

An Account Created for Request:

Account Created for Request: epiaf@psu.edu

An Account Request has been created.

Title: Project

Payer: PennState

Due Date: [Date]

Submitting Unit: [Unit]

OSP# [OSP Number]

Account: [Account Number]

Advanced Fund

Click here to access the award.

Note that all compliance approvals are required in the IAF and are passed to SIMBA on the IO creation.