

HOPKINSONE UPDATE

Increased User Involvement in Testing

February and early March was a busy time around the Mt. Washington offices of HopkinsOne, as dozens of Johns Hopkins employees participated in testing several key system enhancements, as well as SAP Support Packs and the spring time change patch.

"We asked the business to help us do a better job in identifying problems, so we could do a better job of fixing them—before something was placed into the live system," said John Tikka, director of the HopkinsOne system.

Increased involvement by employees in testing before deploying Support Packs reduced the number of issues to deal with afterward. For example, there were nine issues that surfaced in the first week after Support Packs went in in last month, as contrasted with 40 issues the first week when Support Packs were applied to the system last fall.

"That is the value of involving users in testing in a meaningful way," said Jill Mikros, the HopkinsOne Integration Manager, who helped organize the system testers. "We had a lot of issues to correct before we could deploy the Support Packs and enhancements, but we'd rather find and fix things before we go live with something."

In addition to Support Packs, the project implemented the new security assignment transaction, the enhanced hire ISR form, and improvements to how users can resolve blocked invoices.

"I found the experience to be very rewarding," said James Strapp, a CSR Lead with the Health System's ISR Central office. "We were able to test the new system, find potential problems, and voice concerns during the session. We were given a script to follow but once we were done with that, we were able to use scenarios that we encounter in our daily work to test the enhancements. We were actually able to uncover a few errors during this process."

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Peer Institution SAP Round Table

Later this month, staff from Duke and the University of Tennessee will be in Baltimore to confer with members of HopkinsOne on a wide variety of issues common to universities who've implemented SAP, everything from grants management to training and staffing.

"What we want to do is go deep on a set of topics of importance to all of us" said John Tikka, director of HopkinsOne. Part of the discussion will involve clarifying for SAP what new developments are important for higher education users of the software.

BW Reports: Sponsored Summary and Detail PDFs

Starting last month, the HopkinsOne Reporting team distributed formatted Sponsored Revenue and Expense Summary Detail reports to the Hopkins Enterprise. Reports for over 7,000 sponsored programs were emailed to 194 recipients. The reports — developed in cooperation with the JHU Controller's office — will help reduce the time it takes to generate Sponsored Summary and Detail reports in Business Warehouse (BW) for individual sponsored programs. Non-sponsored versions are being developed and are expected in June.

Below is a screenshot of what the PDF formatted reports look like:

Sponsored Class/ GL Account Number		Current Budget	July 1900 to January 2008 Rev/Exp	February 2008 Rev/Exp	Total Rev/Exp	Commitments and PreCommitment Inception To Date	Total Recognized/ Committed	Unrecog/ Uncom Budget Bal	Grant Percent Utilization
----- Revenues -----									
420101 - SPONSORED REVENUE			\$(1,289,673.03)	\$(74,249.20)	\$(1,363,922.23)		\$(1,363,922.23)	\$1,363,922.23	
420141 - SPONSORED UNBILLED			\$(4,167.16)	\$2,586.89	\$(1,580.27)		\$(1,580.27)	\$1,580.27	
Totals for Sp. Class 420000 - Sponsored Revenue		\$(1,857,776.30)	\$(1,293,840.19)	\$(71,662.31)	\$(1,365,502.50)	\$0.00	\$(1,365,502.50)	\$(492,273.80)	74%
Total Revenues		\$(1,857,776.30)	\$(1,293,840.19)	\$(71,662.31)	\$(1,365,502.50)		\$(1,365,502.50)	(492,273.80)	
----- Expenses -----									
Totals for Sp. Class 600000 - Undistributed Budget		\$444,279.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$444,279.00	0%
611001 - SAL-FACULTY FT/PT			\$160,306.28	\$11,632.08	\$171,938.36	\$60,570.80	\$232,509.16	\$(232,509.16)	
613001 - SAL-NADM STF FT/PT			\$243,755.90	\$15,165.52	\$258,921.42	\$98,555.80	\$357,477.22	\$(357,477.22)	
613881 - SAL-N SF FT NON-PBC			\$(5,712.08)	\$(75.62)	\$(5,787.70)		\$(5,787.70)	\$5,787.70	
615005 - SAL-STU POSTDOCTORAL			\$4,446.00		\$4,446.00		\$4,446.00	\$(4,446.00)	
Totals for Sp. Class 610000 - Salaries & Wages		\$522,706.00	\$402,796.10	\$26,721.98	\$429,518.08	\$159,126.60	\$588,644.68	\$(65,938.68)	113%
612001 - SAL-ADM STAFF FT/PT			\$34,387.41		\$34,387.41		\$34,387.41	\$(34,387.41)	
612681 - SAL-A SF FT NON-PBC			\$(332.03)		\$(332.03)		\$(332.03)	\$332.03	
Totals for Sp. Class 612000 - Administrative Salar		\$0.00	\$34,055.38	\$0.00	\$34,055.38	\$0.00	\$34,055.38	\$(34,055.38)	0%
620001 - FRINGE BEN EXP FT/PT			\$145,584.91	\$9,111.14	\$154,696.05	\$54,102.80	\$208,798.85	\$(208,798.85)	
620003 - FRINGE BEN POSTDOC			\$355.68		\$355.68		\$355.68	\$(355.68)	
620881 - FG BEN X FT NON-PBC			\$(2,024.27)	\$(25.71)	\$(2,049.98)		\$(2,049.98)	\$2,049.98	
Totals for Sp. Class 620000 - Fringe Benefits		\$172,097.00	\$143,916.32	\$9,085.43	\$153,001.75	\$54,102.80	\$207,104.55	\$(35,007.55)	120%

Training:

JHU TRAINING SCHEDULE:

Course Title	Location	Date(s) Offered
Department Billing Specialist	2024 Bldg 2-1007	4/14
Department Budget Creator (Sponsored)	2024 Bldg 2-1007	4/17
HR/Payroll Org Management Administration	Eastern B105	4/10
	2024 Bldg 2-100	4/28
Introduction to BW	2024 Bldg 2-1007	4/15, 4/30
	Eastern B105	4/09, 4/23
Non Payroll Cost Transfer	2024 Bldg 2-1007	4/24
	Eastern B105	4/7
Petty Cash—Cash Till	2024 Bldg 2-1007	4/16
Processing Online Payments	Eastern B105	4/21
	2024 Bldg 2-1007	4/8
Time Entry	2024 Bldg 2-1007	4/10
Shopping Cart Administration	2024 Bldg 2-1007	4/22
	Eastern B104	4/10
Travel and Business Expense Reimbursement	Eastern B105	4/21
	2024 Bldg 2-1007	4/8
Unit Cost Maintenance	Eastern B105	4/14

JHHS TRAINING SCHEDULE:

Course Title	Location	Date(s) Offered
BW Reporting	JHBMC, ACS 202	4/29
Shopping Cart	Phipps 404	4/17
	JHBMC, ASC 202	4/8, 4/29
Online Payment Request	Phipps 404	4/10
Travel & Business Expense	Phipps 404	4/10
Viewing and Determining Workflow	JHBMC, ASC 202	4/15
	Phipps 404	4/28
Advanced Online Payment	Phipps 404	4/18
	JHBMC, ASC 202	4/22
Advanced Travel & Business Expense	JHBMC, ASC 202	4/15
	Phipps 404	4/28
Advanced Shopping Cart	Phipps 404	4/17
	JHBMC, ASC 202	4/8, 4/22
Onsite Coaching	Dept. of Radiology	4/10

To sign up for JHHS training classes, please visit:
<https://portal.johnshopkins.edu/kmx>

For JHHS contact the Training Team at: aleyus1@jhmi.edu, 410-735-7065 or
www.hopkinsmedicine.org/jhhr/Organization/sap .

To sign up for JHU training classes, please visit:
<http://learning.jhu.edu>

For JHU contact the Training Team at: learning@jhu.edu or 443-997-6453.

JHU TRAINING REGISTRATION: A New Way of Registering for SAP and Coeus Classes

If you are a university employee looking for SAP or Coeus training, follow the instructions below to register for courses.

1. Launch your Web browser; either Internet Explorer or Firefox will work. Please note that this system will not work with the VISTA operating system.
2. Go to <http://learning.jhu.edu>.
3. Enter your JHED ID and Password and then click on "Login" or hit "Enter."
4. Click on the "Training Catalog" tab.

Aspen Learning Management Server

Home **Training Catalog** Help

Search
Browse

Search

The Training Catalog Search will help you find training based on multiple search criteria, vendor and keywords. There are two keyword searches. Both searches allow you to search by match. The Learning Experience Keywords function searches what is contained in a learning experience name or event notes. Search results can be filtered by date, location, and instructor.

5 Please enter your search criteria

Media Type: (all) [v]

Method Type: Financial Administrative Training [v]

Content Type: (all) [v]

Learning Experience Code: []

Learning Experience Keywords: []

Refine search

6 Search Clear Form All keywords Any keywords

5. In the "Method Type" field pull down the drop list and select the area that corresponds to what you want to receive training in. In our case, we will choose "Financial Administrative Training."

6. Click on the "Search" button.

7. Click on the course that you want to take. Note the "list" and "calendar" fields.

202 - Sponsored Projects: OMB - Managing Federal Grants & Cooperative Agreements

Format: Content: Sponsored Projects Method: Financial Administrative Training

Description: Designed for recipient and pass-through entity personnel responsible for developing and implementing issues that affect day-to-day operations and management

Duration: Days: 2

Estimated Cost: \$540.00

Default Instructor: Edmiston, John

Upcoming Events: 1 upcoming event Next event: 3/31/2008

► Display more information

► Select from a list or calendar of upcoming events

Continued on Page 6

JHU TRAINING REGISTRATION Continued:

8. Click on the "list" or "calendar" links under "Upcoming Events." (previous page)
- A. If you click "list," you will see a list of all of the different dates when the course is being offered. Click on "Display more information" and then choose a date and click on "Register Me."

Details	
Format:	Content: Sponsored Projects Method: Financial Administrative Training Media: Lecture
Dates:	Start Date:4/2/2008 End Date:4/2/2008
Duration:	Days: 1 Credit Hours: 6
Capacity:	Minimum: 7 Maximum: 30 Enrolled: 19
▶Register me ▶Display on calendar	
Schedule	
Wednesday, April 02, 2008 9:00:00 AM - 4:00:00 PM OMB - Cost Principles (Lecture)	Location: ■ B102A (JHU at Eastern) Instructor: ■ John Edmiston

- B. If you click "calendar," you will see all of the different dates when the course is being offered displayed in a calendar format. Choose a date and click on the course name. Then click on "Register Me."

Modify Preferences

Display from to **Previous 3 Months** **To**

Sun	Mon	Tue	Wed	Thu
Mar 30 2008	31	Apr 1	2 OMB - Cost Principles (Section 01) 9a - 4p (Session 1 of 1)	3

9. Review the event registration information, and then click on "Continue."

Registration
Event
4/2/2008 - OMB - Cost Principles (Section 01) (FA01.200.203)
Register For
Register employee for: <input type="text" value="Event Roster"/>
Employees
• TERRY, DENISE
Continue
Continue

10. You will receive a message notifying you that you have registered.

11. To exit, close your browser. There is no exit button in this application.

Please note that it is your responsibility to get approval from your supervisor if needed. If you experience any problems logging into the system, please call 443-997-6453 or e-mail learn-ing@jhu.edu.

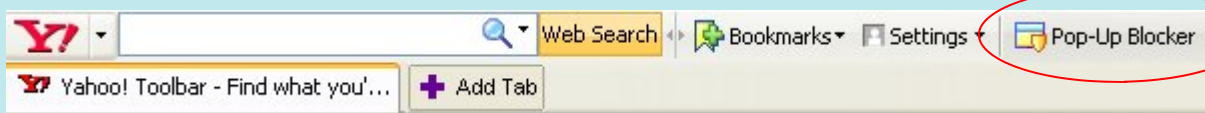
Business Warehouse (BW) REMINDER: Pop-Up blockers will impede report access

If you are having trouble accessing a BW report then you may have one or more Pop-up Blockers blocking the report. Below is a list of the most common Pop-Up Blockers and instructions on how to turn them off.

Google Toolbar: To get rid of the Google Toolbar, click on the pop-up blocker button.



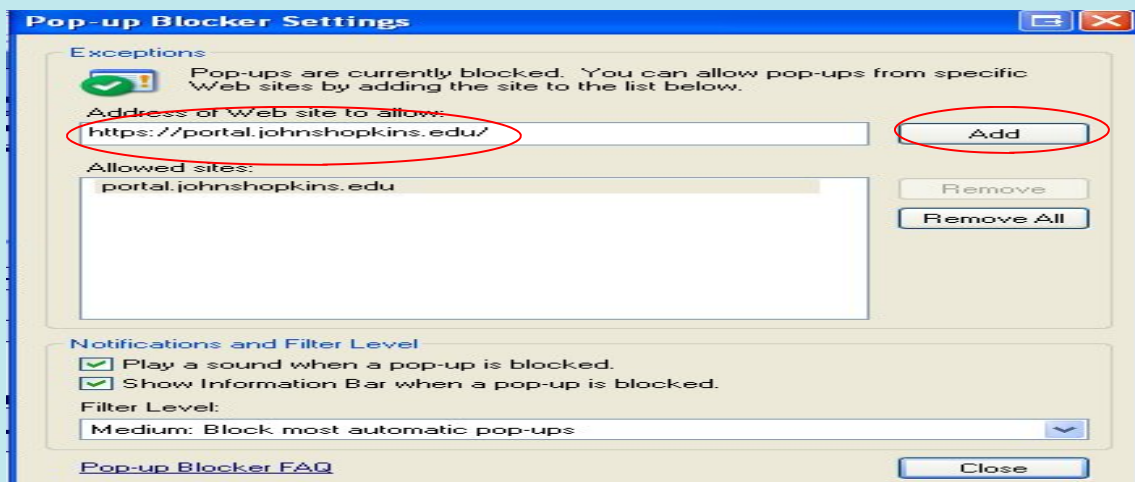
Yahoo! Toolbar: The Yahoo! Toolbar pop-up blocker automatically blocks all pop-ups when enabled. However, the tracker lets you choose which sites to allow. Once the tracker has blocked the BW page, click on the pop-up blocker button and select the BW page as a safe site.



MSN Toolbar: The MSN Toolbar pop-up blocker blocks all pop-ups by default. When trying to access the BW site, click on the upside-down triangle next to the pop-up blocker and select on "Allow Pop-Ups for this Site."



Internet Explorer: Internet Explorer 6 has a pop-up blocker that blocks most pop-ups. To allow pop up windows in BW, go into the "Tools" menu in Internet Explorer; next select "Pop-Up Blocker" and then select "Pop-Up Blocker Settings." In the settings box, type in "https://portal.johnshopkins.edu" in the "Address of Web site to allow" field and click on "Add."



TRAVEL REMINDER:

On TRIP Transaction (Travel Manager) home screen menu, you will see recent trips that have been created. Please remember that the “Change Approved Travel Expense Report” link is not telling you that you must make changes to the submitted expense report. The link is only to be used when you need to make a change to a submitted expense report.

- Create a Travel Request
- Create Travel Expense Report ... With Ref.
- List of All Trips



My Open Trips

Start of Trip	First Destination	Reason for Trip	Reimbursement	Subsequent Activities
03/01/2008	Support Pack test	Support Pack testing	50.50 USD	Create Travel Request Change Approved Travel Expense Report
02/20/2008	Boston	Meet with M.Lilly - Pay Increase....NOT		Change Approved Travel Request Create Travel Expense Report

BW NEWS: JHHS Labor Distribution Report

The JHHS Labor Distribution Report has just been released into Business Warehouse. The reports gives budget managers across the Johns Hopkins Health System a calculation of Full Time Equivalencies (FTEs)—actual and budget—as well as variances between hours, dollars and FTEs. Below is a screenshot of what the report looks like. For more information about the report, please be on the lookout for a future job aid.

Cost Center	DSM Code	Business area	Fiscal year/period	Actual Amount	Budget Amount	Variance Amount	Actual Hours	Budget Hours	Variance Hours	Actual FTE	Budget FTE	Variance FTE	Actual FTE Period to Date	Budget FTE Period to Date	Variance FTE Period to Date
480			November 2007	\$ 6,521.49	\$ 5,811.79	709.70	177.15	171.43	5.72	2.21	2.14	0.07	1.11	1.07	0.04
480			November 2007	\$ -60.48		-60.48	-4.58		-4.58	-0.06		-0.06	-0.03		-0.03
480			November 2007	\$ 4,858.58		4,858.58	181.15		181.15	2.26		2.26	1.13		1.13
										53		2.53	1.26		1.26
										60	4.69	-3.09	0.80	2.34	-1.54
											1.78	-1.78		0.89	-0.89
480			November 2007	\$ 2,375.82	\$ -2,375.82		70.52	-70.52		0.88	-0.88		0.44	-0.44	
480			November 2007	\$ 8,394.56	\$ 843.19	7,551.37	169.12	16.72	152.40	2.11	0.21	1.91	1.06	0.10	0.95
480			November 2007	\$ 47,580.37	\$ 86,737.44	-39,157.07	1,423.67	2,785.47	-1,361.80	17.80	34.82	-17.02	8.90	17.41	-8.51
480			November 2007	\$ 51,280.51	\$ 45,547.21	5,733.30	1,905.12	1,591.49	313.63	23.81	19.89	3.92	11.91	9.95	1.96
480			November 2007	\$ 223,429.64	\$ 195,545.30	27,884.34	5,933.37	4,968.00	965.37	74.17	62.10	12.07	37.08	31.05	6.03
480			November 2007	\$ 95,708.21	\$ 79,261.73	16,446.48	2,078.81	1,721.52	357.29	25.99	21.52	4.47	12.99	10.76	2.23
480			November 2007	\$ 30,302.68	\$ 24,140.40	6,162.28	903.30	701.25	202.05	11.29	8.77	2.53	5.65	4.38	1.26
480			November 2007	\$ 8,532.00	\$ 8,425.50	106.50	171.43	171.43		2.14	2.14		1.07	1.07	
480			November 2007	\$ 188,547.86	\$ 158,576.88	29,970.98	4,392.15	3,597.99	794.16	54.90	44.97	9.93	27.45	22.49	4.96
480			November 2007	\$ 3,241.73	\$ 3,212.79	28.94	171.43	171.43		2.14	2.14		1.07	1.07	
480			November 2007	\$ 12,053.52	\$ 23,927.61	-11,874.09	844.48	1,916.12	-1,071.64	10.56	23.95	-13.40	5.28	11.98	-6.70
480			November 2007	\$ 11,264.60	\$ 15,064.75	-3,800.15	896.39	1,174.73	-278.34	11.20	14.68	-3.48	5.60	7.34	-1.74
480			November 2007	\$ 1,500.45	\$ 8,354.51	-6,854.06	114.55	591.40	-476.85	1.43	7.39	-5.96	0.72	3.70	-2.98
480			November 2007	\$ 513.37		513.37									
Overall Result				\$ 704,558.18	\$ 677,364.92	27,193.26	19,688.10	20,166.69	-478.59	246.10	252.08	-5.98	123.05	126.04	-2.99

“Cost Center,” “DSM Code,” “Business Area,” and “Fiscal year/period” have been added to the basic report in our example shown here.

TRAVEL MANAGER WORKFLOW CHANGE:

The TRIP transaction (Travel Manager) now only requires one approver for a business and travel transaction. HopkinsOne made these enhancements after receiving feedback from business owners and end users about the current workflow process.

Key Enhancements:

- Only one Primary approver is required to approve travel and business expense transactions.
- There is the ability to assign Primary approvers and Optional approvers by Internal Order. (<http://www.jhu.edu/hopkinsone/Support/documents/ZSRTRIP.ppt>).
- If there is more than one Primary approver (co-approvers) in a Cost Center or Internal Order, all approvers will see the work item in their Inbox. However, once one of those approvers approves the work item, it will disappear from all other Inboxes. In the rare instance where multiple cost objects are charged with the same approvers, the work items will appear in the approvers' Inboxes multiple times. Each cost object will have to be approved separately.

Things to Keep in Mind:

- You need to have the Approver Role in order to approve these transactions.
- For JHHS, the work item no longer flows to the "Reports to" Person. Instead it will follow Cost Center and Internal Order logic.
- JHHS Executives require additional Tax Office approval.
- WBS Element Objects will only require Project Manager approval.

For more information about this change, please visit the SAP Welcome Page or contact the HopkinsOne Help Desk at 410-735-4500 or send an email to HopkinsOneSupport@jhmi.edu.

FastFacts Tip: A List of all FastFacts Sessions

All recorded FastFacts sessions are here: <http://hopkinsfastfacts.org/rSessions.html>.

Below is a list of topics discussed in the previous sessions:

- Enhanced Hire Internal Service Request
- A New Approach for Assigning BW Security and Workflow Approvers
- Resolving Blocked Invoice Messages (Quantity Discrepancy)
- BW Introduction of JHHS Labor Report
- Researching Account Activity in R/3 for JHHS
- SAP Resources at Johns Hopkins
- Checking the Status for Online Payments
- Accessing the ISR Log
- HopkinsOne Update
- Researching Non-Payroll Expenses in R/3
- Travel
- Procuring Live Animals
- Non-Payroll Cost Transfer Improvements
- Control Salary
- Non-Payroll Expenses in R/3
- Complete Labor Distribution

SHOPPING CART TIP: Are Your Shopping Carts Splitting Into Multiple POs?

One of the most common reasons why a Shopping Cart might split into multiple Purchase Orders (POs)—with the same vendor—is because the “Ship-To Address/Performance Location” tab is different for the Shopping Cart line items.

All fields in the “Ship-To Address/Performance Location” must be exactly the same. For example, even changing one character in the care of (“c/o”) field will make the shopping cart split into multiple POs.

▼ Ship-To Address/Performance Location

If the item is to be delivered to a different address, you enter the new address here.

Name	<input type="text" value="1010020099"/>	
Other Name	<input type="text" value="Johns Hopkins Enterprise"/>	
c/o	<input type="text" value="Orthopedics Suite 130"/>	
Telephone Number	<input type="text" value="410-735-7058"/>	<input type="text"/>
Fax	<input type="text"/>	<input type="text"/>
E-Mail Address	<input type="text" value="SBENKOW1@JOHNSHOPKINS.EDU"/>	
Building	<input type="text" value="Davis"/>	
Floor / Room	<input type="text" value="1"/>	<input type="text" value="15"/>
Street/House Number	<input type="text" value="4924 Campbell Boulevard"/>	<input type="text"/>
Postal Code / City	<input type="text" value="21236"/>	<input type="text" value="Baltimore"/>
District	<input type="text"/>	
Postal Code / P.O. Box	<input type="text"/>	<input type="text"/>
Country	<input type="text" value="USA"/>	
Region	<input type="text" value="Maryland"/>	

Please do not change the address information under the “Ship-To Address/Performance Location” tab for the line items with the same vendor.

HOPKINSONE UPDATE is published monthly. If you have a question or story idea, please send an e-mail message to: h1news@jhu.edu. To reach HopkinsOne, call 410-735-7000.