

# HOPKINSONE UPDATE

## Higher Education and SAP

Last month, HopkinsOne hosted a meeting of SAP Peer Institutions and met with representatives from Duke University and the University of Tennessee at the Mount Washington campus. The purpose of the meeting was to compare how Johns Hopkins uses SAP to how other higher education institutions, with similar systems and structures, use SAP.

"This meeting was important because it provided an opportunity for HopkinsOne and shared services leadership and key users from across Johns Hopkins to see how institutions with mature SAP implementations deal with the many challenges that we face," said John Tikka, director of HopkinsOne.

An important agenda topic was how to better support users while still creating new developments and fixing bugs in the SAP system. Other discussion topics included how the institutions structured their training, how updates were tested in the system and how reports were structured and distributed.

"It is comforting to know that there are other institutions grappling with the same issues of productivity, service and development, and that we have a forum to share our collective accomplishments," said Lester Mathews, the assistant vice president of IRIS Administrative Systems from the University of Tennessee.

HopkinsOne plans on continuing to work with Duke University, the University of Tennessee and SAP to help bring new developments to the SAP software that are important to higher education institutions and the software's users.

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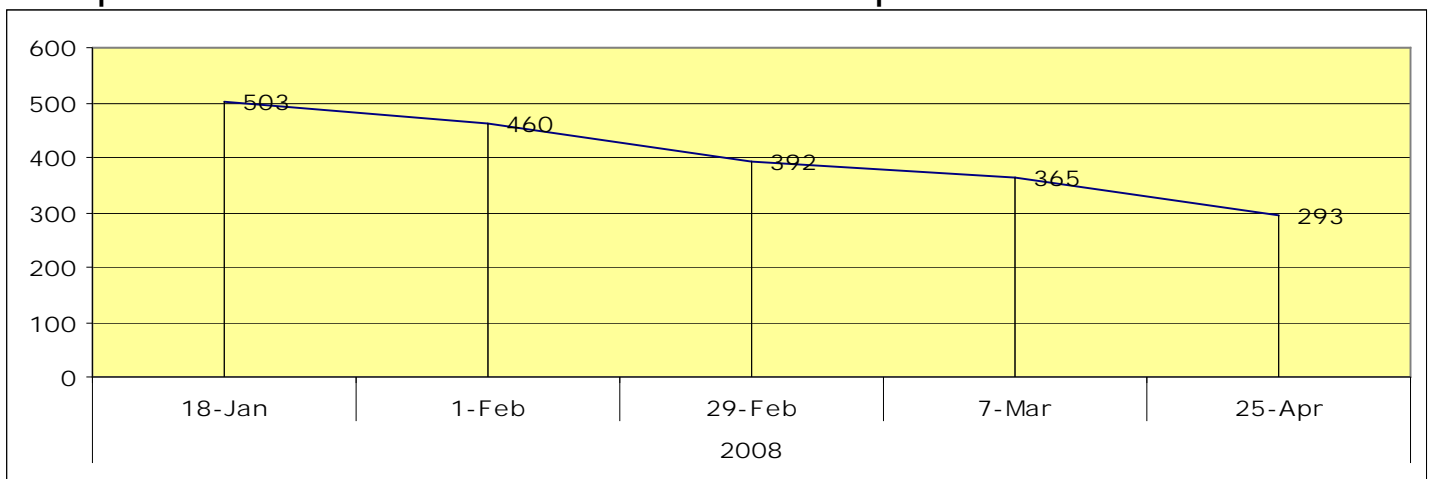
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## Help Desk Trend — Number of Open Tickets



# HR: Enhanced Salary Change ISR

Starting in the beginning of May, an enhanced Salary Change ISR form will become available. This form will also get an auto-update function in the beginning of June. Below is a screenshot of the enhanced Salary Change form:

**ISR Action - Salary Change**

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**ISR Action - Salary Change**

**ISR Details**

Personnel Number and Name of Employee  
Employee 1754 Melvin PA\_Reid

Position 50001998 FASAP Counselor      ISR Number 0  
 Org. Unit 50000031 FASAP/Work Life      Initiator 395 ISR UN Employee 5  
 PersArea UN10 University Administration      EE Group 1 Full Time  
 PSubarea U015 Sr Staff-Admin      EE Subgroup 03 JH Salaried Exmpt      Payr.Area S1 JH Semi-Monthly  
 PS type ST Staff      PS area U JHU      PS grp IT-EXMP Level 01

**Approver Details**

Begin Date 05/01/2008      Approver 1 2  
 Approver 2

**Salary Change/Hours Change Action Details**

Action Reason 01 Annual/Merit Increase

**Current Work Hours**

Work Schedule Rule 37.5 WK5 5 DAY 37.5 HOURS/ WEEK  
 Weekly Working Hours 37.50

**Current Pay**

Semi-Monthly Rate/Hourly Rate 2,500.00  
 Actual Salary 60,000.00

**New Pay (Enter Changes Only)**

Semi-Monthly Rate/Hourly Rate 3,125.00  
 Actual Salary 75,000.00

Amount 625.00      Change % 25.00

**Cost Distribution**

Valid From	End Date	Cost Center	Order	WBS Element	Fund	Grant	Amount
04/08/2008	12/31/2008	1003000100			1010000001	NOT-RELEVANT GRANT	500.00
04/08/2008	12/31/2008	1100010001					100.00
04/08/2008	12/31/2008		80000010				100.00
04/08/2008	12/31/2008		80000395		1017000001	NOT-RELEVANT GRANT	100.00

Valid From	End Date	Cost Center	Order	WBS Element	Fund	Grant	Amount
05/01/2008	12/31/2008	1003000100				LEVANT GRANT	500.00
05/01/2008	12/31/2008	1100010001				LEVANT GRANT	100.00
05/01/2008	12/31/2008		80000010		1017000001	NOT-RELEVANT GRANT	100.00
05/01/2008	12/31/2008		80000395		1017000001	NOT-RELEVANT GRANT	100.00

**Comments**

This "Salary Change/Hours Change Action Details" section is filled out for a Semi-monthly JHU employee. For a JHHS employee, please look at the next page.

What the employee currently is being paid.

What you are changing the employee's pay to.

Current Cost Distribution

New Cost Distribution

## Enhanced Salary Change I SR Form Continued:

**Salary Change/Hours Change Action Details**

Action Reason: 01

**Current Work Hours**  
 Work Schedule Rule: DAY 08 8 HOUR DAY  
 Weekly Working Hours: 40.00

**Current Pay**  
 Semi-Monthly Rate/Hourly Rate: 29.00  
 PACE Nurse Shift Code: 1351 PACE Shift B 0.63  
 PACE Nurse WVE Diff Code: 1383 PACE WED Code 3 0.24

**New Pay (Enter Changes Only)**  
 Semi-Monthly Rate/Hourly Rate:   
 PACE Nurse Shift Code:  0.00  
 PACE Nurse WVE Diff Code:  0.00

Total: 0.00 Change %: 0.00

**Evaluation Data**  
 Overall Rating:  Date Review Completed:  Next Review Date:   
 (If blank defaults to 1 year from current annual review date.)

**Annotations:**  
 - Yellow box: "What you are changing the employee's pay to." (points to New Pay section)  
 - Yellow box: "What the employee is currently is being paid." (points to Current Pay section)  
 - Yellow box: "Employee review information." (points to Evaluation Data section)

## HR: Enhanced Hours Change I SR Form

Due to the change to the Salary Change ISR form, the Hours Change ISR form will also change. The form for a Semi-monthly JHU employee will look like:

**ISR Details**  
 Personnel Number and Name of Employee: Employee 1754 Melvin Changer  
 Position: 50001998 FASAP Counselor  
 Org. Unit: 50000031 FASAP/Work Life  
 PersArea: UN10 University Administration  
 PSubarea: U015 Sr Staff-Admin  
 PS type: ST Staff  
 ISR Number: 0  
 Initiator: 395 ISR UN Employee 5  
 EE Group: 1 Full Time  
 EE Subgroup: 03 JH Salaried Exmpt  
 PS area: U JHU  
 Payr.Area: S1 JH Semi-Monthly  
 PS grp: IT-EXMP Level: 01

**Approver Details**  
 Begin: 1  
 2

**Salary Change/Hours Change Action Details**  
 Action Reason:   
**Current Work Hours**  
 Work Schedule Rule: 37.5 WK5 5 DAY 37.5 HOURS/ WEEK  
 Weekly Working Hours: 37.50  
**New Work Hours**  
 Weekly work hrs:   
**Current Pay**  
 Semi-Monthly Rate/Hourly Rate: 2,564.00  
 Actual Salary: 61,536.00  
**New Pay (Enter Changes Only)**  
 Semi-Monthly Rate/Hourly Rate:   
 Actual Salary:   
 Total Pay: 0.00 Change %: 0.00

**Cost Distribution**

Valid From	End Date	Cost Center	Order	WBS Element	Fund	Grant	Amount
05/01/2008	12/31/2008	1003000100					500.00
05/01/2008	12/31/2008	1100010001					100.00
05/01/2008	12/31/2008		80000010				100.00
05/01/2008	12/31/2008		80000395				100.00
07/01/2008	12/31/2008	1003000100			1010002000	NOT-RELEVANT GRANT	500.00
07/01/2008	12/31/2008	1100010001			1011000000	NOT-RELEVANT GRANT	100.00
07/01/2008	12/31/2008		80000010		1017000001	NOT-RELEVANT GRANT	100.00
07/01/2008	12/31/2008		80000395		1017000001	NOT-RELEVANT GRANT	100.00

**Annotations:**  
 - Yellow box: "Employee's current hours and pay." (points to Current Work Hours section)  
 - Yellow box: "Employee's new Hours and pay." (points to New Work Hours section)  
 - Yellow box: "Current Cost Distribution" (points to the first table)  
 - Yellow box: "New Cost Distribution" (points to the second table)

## Training:

## JHHS TRAINING SCHEDULE:

## JHU TRAINING SCHEDULE:

Course Title	Location	Date(s) Offered
Advanced Online Payment Request	2024 Bldg 2-1007	5/15
	JHBMC, ACS 202	5/27
Advanced Shopping Cart	2024 Bldg 2-1007	5/5
	JHBMC, ASC 202	5/13
	Phipps 404	5/29
Advanced Travel & Business Expense	JHBMC, ASC 202	5/20
	Phipps 404	5/26
BW Reporting	JHBMC, ASC 202	5/27
	2024 Bldg 2-1007	5/5
Online Payment Request	JHBMC, ASC 202	5/6
	2024 Bldg 2-1007	5/19
Shopping Cart	JHBMC, ASC 202	5/13
	2024 Bldg 2-1007	5/15
	Phipps 404	5/29
Travel & Business Expense	JHBMC, ASC 202	5/6
	2024 Bldg 2-1007	5/19
Viewing and Determining Workflow	JHBMC, ASC 202	5/20
	Phipps 404	5/26

Course Title	Location	Date(s) Offered
Intro to BW Workshop	Eastern B105	5/5, 5/20
	2024 Bldg 2-1007	5/12, 5/27
Bank Deposit Policies and Procedures	Eastern B105	5/6
Non-Payroll Cost Transfer	Eastern B105	5/6, 5/28
Travel and Business Expense Reimbursement Request	2024 Bldg 2-1007	5/7
HR Payroll Org Management	Eastern B105	5/7-5/8
	2024 Bldg 2-1007	5/28–5/29
Shopping Cart Workshop	Eastern B105	5/12
	2024 Bldg 2-1007	5/27
Time Entry	Eastern B105	5/13
Unit Cost Maintenance	Eastern B105	5/14
Department Billing Specialist	Eastern B104	5/14
Petty Cash Till	Eastern B105	5/15
Departmental Budget Creator—Sponsored	Eastern B105	5/20
Travel and Business Expense Reimbursement Request	Eastern B105	5/21
Processing Online Payments	Eastern B105	5/21

To sign up for JHHS training classes, please visit:

<https://portal.johnshopkins.edu/kmx>

For JHHS contact the Training Team at: [SAPtraining@jhmi.edu](mailto:SAPtraining@jhmi.edu), 443-735-7065 or

[www.hopkinsmedicine.org/SAP](http://www.hopkinsmedicine.org/SAP)

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

For JHU contact the Training Team at: [learning@jhu.edu](mailto:learning@jhu.edu) or 443-997-6453.

# TRAVEL REMINDER: Personnel Number Lookup Function

When doing a Personnel number lookup from the Welcome screen of the Travel Manager (TRIP transaction), please do not change the "Maximum No. of Hits" to anything above 500. Below is an example of how to run such a search:

**1** Click on the Personnel number lookup icon.

**2** Click on the drop-down list.

**3** The default value for max. number of hits is 500. Do not change it to any number over 500 and do not use the asterisk \* without any characters in any field. Both of these will cause major system slow downs and/or errors.

## BW NEWS: Enhanced All Funds Report

A new hierarchy for the School of Medicine (SOM) has been added to the All Funds Business Warehouse (BW) report. This hierarchy — "TOTAL FUNDS JHENSOM\_DEPT" — gives SOM departments access to "Funds" and "Commitment Items" in the report. (If you run this from a bookmark, you will get a warning message. To remove the warning, go to "Columns" and then "Key figures" and then select "transfer.")

**1** To choose the SOM hierarchy go to the All Funds Report variable screen and click on the drop down button on the "Fund Hier." field.

**2** Select "TOTAL FUNDS JHENSOM\_DEPT."

## BW TIP: Color Coding Exceptions

By creating exceptions in Business Warehouse (BW) reports, you can color code certain areas in reports to exception values of your choosing, which will make them stand out for analysis.

To do this, click on the "Exceptions and Conditions" button in a BW report menu bar. Under the "Exceptions" heading, click the "Create" button.

**Name your exception.**

Description: BW Tip

Evaluation for Key Figures: (Everything)

**Exception Values**

- Less Than: 1,000.00000, 0.00000, Bad 1
- Greater Than: 1,000.00000, 0.00000, Good 1

**Validity Area of Exception**

Standard Operator: All

Business Area: Use Standard Operator

Fund: Use Standard Operator

Partner Object Type: Use Standard Operator

Partner Object: Use Standard Operator

Accnt. Ass. Obj. Type: Use Standard Operator

Order: Use Standard Operator

Fiscal year/period: Use Standard Operator

Cost Element: Use Standard Operator

Material: Use Standard Operator

WBS Element: Use Standard Operator

Cost Object (WBS + CC + IO): Use Standard Operator

Cost Center: Transfer

Our exception will include all figures in the report.

Enter the values that you want color coded. For our first exception, we chose to code anything under 1000 as Bad1. For our second exception, anything over 1000 as Good1.

There are three choices to choose from (Good, Bad, and Critical) with three different levels (Good1, 2, 3, etc.). Each of these levels will be represented in a different shade of a color.

- Good= shades of green
- Bad= shades of red
- Critical= shades of yellow/orange.

For this exception, we are using "All" for the "Standard Operator." This will color code all values that fall under the "Exception Values" that we created for those areas. We can also color code by individual areas, such as fund. To do this, enter the "Fund" number to the right of the drop down. After you are done, click on "Transfer."

**Our color coded report.**

Cost Center		MAR 2008 Actual	MAR 2008 Budget Ver. 009	MAR 2008 Budget Variance	MAR 2008 YTD Actual	MAR 2008 YTD Budget Ver. 009	MAR 2008 YTD Budget Variance	MAR 2007 YTD Actual	MAR 2008 Prior YTD Variance
		\$	\$	\$	\$	\$	\$	\$	\$
1	PURCHASE DISCOUNT CLEARING				(10,125)		10,125		10,125
4800000000	JHH UNALLOC INST	(103,575)	(189,776)	(86,201)	(61,337,762)	(1,707,984)	59,629,778	(26,051,007)	35,286,755
4800000009	CAPITAL BUDGET JOHNS HOPKINS HOSPITAL	(3,904)		3,904	121,758		(121,758)	3,086	(118,671)
4800010000	100 GEN FUND ASSET LIABIL & CAPITL				(5,337)		5,337		5,337
4800010002	DEPRECIATION	3,620,564	4,573,058	952,494	35,011,394	39,812,526	4,801,132	37,773,172	2,761,777
4800010003	INTEREST		1,403,818	1,403,818	46,121,089	12,634,372	(33,486,717)	25,811,100	(20,309,989)
4800010004	ADMINISTRATION		488,366	488,366	1,442,055	4,395,302	2,953,247	4,759,725	3,317,669
4800010005	UNALLOCATED ACCRUALS		(129,789,824)	(129,789,824)	3,550,000	(1,143,075,138)	(1,146,625,138)	(4,259,203)	(7,809,203)
4800010006	SALARY EQUITY/BONUS		982,576	982,576	2,313,354	4,408,910	2,095,556	3,225,287	911,933
4800010007	EMPLOYEE BENEFITS		(4,025)	(4,025)	47,309,028	(4,023)	(47,313,051)	24,101,228	(23,207,800)

## SUPPLY CHAIN TIP: Changing or Canceling a Purchase Order

You can request to change or to cancel a Purchase Order (PO) by sending an e-mail to the Purchase Order Maintenance group at [pomaintenance@jhu.edu](mailto:pomaintenance@jhu.edu). The e-mail must include the PO number, vendor name, and the reason for wanting to change or to cancel the PO.

Please keep in mind that the PO Maintenance group will not change price discrepancies of Low Value Purchase Orders (LVPOs). To find out how to resolve price discrepancies, please look at the Price Discrepancy job aid which is available at:

<http://www.jhu.edu/hopkinsone/Support/documents/pricediscrepancy.ppt>

## Finance Tip: Reversing Entries (A) and Finding Finance Document Numbers (B) in Cash Journal

**1** Go into the Cash Journal, FBCJ transaction, in R/3. Pick the journal that you want to display.

**A** To reverse an accounting document, highlight the fund that you want to reverse. Then click on the "delete line" button. A pop-up window will then appear asking you if you want reverse the entry. Click, "Yes."

**B** To display finance document numbers double-click the corresponding fund's red X mark or green button. A pop-up window will display with document numbers.

The screenshot displays the SAP Cash Journal U298 interface for Company Code JHEN. The main table shows accounting entries with columns for amount, date, and various icons. A toolbar at the top includes buttons for Save, Post, Print cash journal, and Change cash journal. A toolbar at the bottom includes buttons for Save sel., Post sel., Receipt, and Follow-on doc..

Amount	Date	Icon
2,000.00	11/29/2007	Red X
2,417.44	11/29/2007	Red X
1.66	11/29/2007	Red X
1.66	11/29/2007	Red X
2,000.00	11/29/2007	Red X
2,417.44	11/29/2007	Red X
2,417.44	11/29/2007	Green button
1.66	11/29/2007	Green button

**List of Documents in Accounting**

Object type text	Doc. Number
Accounting document	8700085299
Spec. purpose ledger	1004573086
Grants Mgm. Doc.	1004573086

## TRAVEL REMINDER: Entering the "Region" to get the correct Per Diem Rate

When filling out an expense report in Travel Manager (TRIP transaction), you must fill out the "Trip Country" and "Region" fields in order to get the correct Per Diem Rate for the dates of your trip. If you do not fill out the "Region" field, your Per Diem rate will default to the lowest rate for that country.

**Travel Expenses: Romig, Amy, Trip 19004709**

Account Assignment | History | [i] | [e]

Start of Trip	12/01/2007	Time	01
End of Trip	12/04/2007	Time	19
First Destin.	Jakarta, Indonesia		
Trip Country	ID	Region	All Places Not Listed, US
Reason for Trip	test IO error - do not process		

- Additional Destinations
- Advance
- Alternative Cost Assignment for Entire Trip, If Different to Master CA
- Comments

Please note that if your "Region" (city) is not available on the drop-down list, you should pick the country from the "Region" drop-down list. The Per Diem calculation will then be based on the lowest Per Diem rate of that country.

**General Trip Data**

Start of Trip	12/01/2007	Time	
End of Trip	12/04/2007	Time	
First Destin.	Jakarta, Indonesia		
Trip Country	ID	Region	JAKAR Indonesia
Reason for Trip	test IO error - do not process		

- Additional Destinations
- Domestic Arrival: 12/04/2007 Time: 19:00
- Advance
- Alternative Cost Assignment for Entire Trip, If Different to Master CA
- Comments

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