

HOPKINSONE UPDATE

FASTFACTS

Wondering how a critical SAP communication about a special topic can be informative, to the point, even entertaining? It's FastFacts. Think of these unique online events as interactive job aids – mightier than the e-mail bulletin and more engaging than the written-up paper explanation.



Brought to you by JHU Training, FastFacts are most often referred to as "webcasts". They are short, to-the-point hot topics created as mini-tutorials and presented by staff familiar with the content. Each 30-minute online experience will give you the opportunity to

communicate and interact with the subject matter expert and your colleagues in real time through the web-browser.

Can't participate in a particular event? Not to worry. The host will record every FastFacts session, which becomes available within hours of the event. Some presentations may actually have job aids or application simulations embedded. These also become independently accessible job aids.

Keep an eye out for your invitation, or watch for listings in this newsletter. The first event is just a couple of weeks away.

If you have a topic you'd like to see covered, send it to: learning@jhu.edu And, don't hesitate to tell us about one that you would like to present.

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ISR UPDATE:

This month the HopkinsOne HR team uploaded data for every university staff and non-bargaining unit position covered by the new staff compensation (Watson Wyatt) plan implemented beginning July 2006. The upload will help users track compensation information better. The upload did not affect non-staff employees, such as faculty.

The upload created new:

- Organization Assignment records (infotype 0001), effective Oct. 1, 2007. This was for employees that were assigned new position titles. For a screenshot, see: <http://www.jhu.edu/hopkinsone/Support/documents/orgassignment.ppt>
- Base Pay and Labor Distribution records (infotype 9027), effective Oct. 1, 2007. This included the job classifications of the position for role, level and salary range code as assigned by HR-Compensation under the staff compensation program. For a screenshot, see: <http://www.jhu.edu/hopkinsone/Support/documents/basepaylabor.ppt>

SAP ESCALATION TEAM

A team of experts from SAP has been at Johns Hopkins for several weeks to help address some of the more pressing concerns with the new system, including grants reporting, Business Warehouse, purchasing and Internal Service Requests, or ISRs.

"This escalation team is helping us home in, at a very detailed level, what we need to fix some of these issues," said John Tikka, senior director of HopkinsOne.

"Already they've put together an action plan and we're working that plan."

For example, the SAP team is helping HopkinsOne address the way com-



mitments or encumbrances are reported and tracked in the system, an area that has caused concern for grants reporting and account reconciliation.

"We've had good participation from our user community in this process," Tikka explained, noting end user focus groups for each of the problem areas, so that all known issues are clearly documented and addressed.

With the ISR process, the team is looking at ways to make the forms more complete. Proto-types are expected by January.

Quick Takes

- HopkinsOne Business Solution Managers have been meeting with their respective organizations from the university and health system to document user concerns and to help solve those issues.
- An effort is underway to revise and improve Grants Management Reports. A group of Hopkins employees have met with the project staff to outline requested changes and some of those requests are being developed.
- The effort to establish new account reconciliation procedures is progressing and a draft document is expected later this fall. The work is a collaboration between Audit, the Controller's Office, Sponsored Shared Services, HopkinsOne and a group of volunteer users.
- A new "Complete Labor Distribution" report is now available. To see a job aid on how to run the report, go to: <http://www.jhu.edu/hopkinsone/Support/documents/completelabor.ppt>

Calling the Help Desk



In the new system, with combined Shared Service Centers and HopkinsOne, it's sometimes not easy to know who to call for help. Below is a list that may help with figuring out who to contact when you are experiencing an issue with the system or a process.

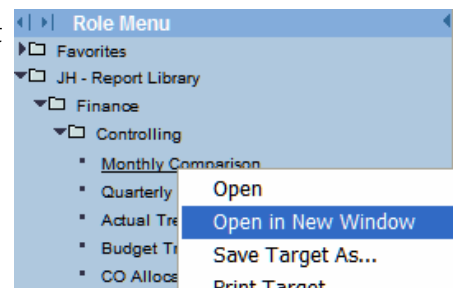
Situation	Responsible Entity	Contact Information
You are having a system issue or a problem with an SAP transaction, such as error messages, no access to certain transactions, system timeouts, etc.	HopkinsOne Help Desk	410-735-4500 or hopkinsonesupport@jhmi.edu
You are having a business process issue, such as a need to check the status of a Purchase Order (Supply Chain), help with processing an ISR (HR), problems with vendor payments (AP), the need to verify if a grant has been set up (Sponsored Projects), etc.	Shared Services	Supply Chain 443-997-5600 or purchasing@jhu.edu Sponsored Projects: 443-997-8151 Financial Research Compliance: Compliance@jhu.edu School of Medicine and Health System: SponsoredProjectsJHM@jhu.edu Homewood: SponsoredProjectsHomewood@jhu.edu BSPH, Nursing and JHPIEGO: SponsoredProjectsOther@jhu.edu Effort Reporting: effort@jhu.edu Payroll: 443-997-8146 or payroll@jhu.edu Human Resources: 443-997-5828 or HRShared-Services@jhu.edu Fixed Assets: 443-997-5749 or faSSC@jhmi.edu Accounts Receivable: receivables@jhu.edu , 443-997-2480 or billings@jhu.edu , 443-997-2481 or InterEntity@jhu.edu Accounts Payable: 443-997-6688 or
You are having issues using a certain transaction and would like to receive further training, or you haven't been trained in certain transactions.	JHHS Training JHU Training	aleytus1@jhmi.edu or 410-735-7065 learning@jhu.edu or 443-997-6453

Business Warehouse Tip

Over 2,200 users ran BW reports for the month of September.

Have you ever wanted to view more than one BW report at a time? If so, find a BW report in the Role Menu that you want to run and right click on the report name, and then select "Open in New Window."

NOTE: Before opening a second report window, please wait for the first report to finish executing. Executing more than one at a time may impact your computer's performance.



TRAVEL CORNER: new functionality has been added to TRIP transaction in Travel Manager that should make it easier for the travel assistant to find the correct personnel number for a traveler by using an address search function. The address of the traveler will appear in the search results, making it easier to verify you have found the correct traveler.

Welcome to the Travel Manager Romig , Amy

1 Click the Change Personnel Number icon.

2 Click on the dropdown.

3 Select the "Address Search" tab or use the icon for a drop down list of tabs. Choose "Address Search."

4 Enter the "Last Name" and the "First Name" of the person using the wild card search " * " function. Click on the green check mark at the bottom of the page.

5 Double click on the correct person.

6 Click on the green check mark.

Start of Trip	First Destination	Reason for Trip	Reimbursement	Subsequent Activities
				Change Travel Request Create Travel Expense Report
				Change Travel Request Create Travel Expense Report
				Change Approved Travel Request Create Travel Expense Report

PersNo	Name of employee or applic...	Street and House Num...	City	Org	Organizational Unit
000001	Smith, Robert	Mt Washington	Mt Washington	MD	HopkinsOne
000002	Smith, Robert	1615 Thames			

Training:

SAP Coaching for JHHS

With a mission of creating competent and confident SAP users, the JHHS Training Team has implemented a new form of training called SAP Coaching.

In a coaching session, members of the JHHS SAP Training Team visit a department to provide personal, one-on-one help with the HopkinsOne system.

Depending on the size of the department, a SAP Coaching session can be scheduled for 2 to 5 hours.

During that time, the training team is devoted to addressing the unique issues and concerns facing that department.

These events can take place in a PC lab or a conference room. To arrange a date and time, please contact Anna Scheinberg at: alevtus1@jhmi.edu or 410-735-7065.



JHU TRAINING SCHEDULE :

Course Title	Location	Date(s) Offered
Introduction to BW Workshop	2024 Bldg	10/25
	Eastern	10/29
	2024 Bldg	11/1
	Eastern	11/5
	2024 Bldg	11/8
	Eastern	11/12
2024 Bldg	Eastern	11/15
	2024 Bldg	11/15
Time Entry-JHU	2024 Bldg	11/7
Unit Cost Maintenance	Eastern	10/23
Advanced BW Reports	Eastern	10/24
Departmental Budget Creator-Sponsored	2024 Bldg	10/24
Shopping Cart Administration Workshop	Eastern	10/30
	2024 Bldg	10/30
Travel & Business Expense Reimbursement Workshop	Eastern	10/31
Processing Online Payments Workshop	Eastern	10/31
Bank Deposits Policies and Procedures	Eastern	11/1
Non-Payroll Cost Transfer	Eastern	11/6
Petty Cash-Cash Till Workshop	Eastern	11/8

JHHS TRAINING SCHEDULE :

Course Title	Location	Date(s) Offered
Travel/Business Expense Workshop	JHOC	11/5
	Bayview	11/20
Shopping Cart Workshop	JHOC	11/5
	Bayview	11/20
Online Payment Request Workshop	Phipps	10/24
	JHOC	11/19
Viewing BW Reports Workshop	Bayview	11/6
	JHOC	11/19

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

For JHHS contact the Training Team at:
alevtus1@jhmi.edu or 410-735-7065.

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

ONLINE CHECK REQUEST TIP:

Occasionally when saving Online Check Requests, two or three messages with yellow icons might appear at the bottom of your screen, such as:

⚠ Document date and posting date are in different fiscal years

⚠ Period 01 adjusted in line with posting date 08/20/2007

⚠ Net due date on 01/31/2007 is in the past

These messages are not errors or "hard stops" but informational alerts. You may continue the transaction by bypassing them.

To bypass a message yellow warning message, press your keyboard's "Enter" or "Return" key until you receive the green message:

ℹ Preliminarily posted document 1900072278 JHEN was changed

TOP JOHNS HOPKINS CAR RENTAL VENDORS:

- 1. HERTZ CORP ZE
- 2. AVIS RENT-A-CAR ZI
- 3. ENTERPRISE ET
- 4. BUDGET ZD
- 5. ALAMO AL
- 6. DOLLAR ZR
- 7. THRIFTY ZT
- 8. NATIONAL ZL
- 9. ADVANTAGE AD
- 10. PAYLESS ZA

SAP FACT: Each month the SAP system generates 74,000 paychecks or direct deposits.

TRAVEL FACT: Since go live, more than 73,869 Expense Reports have been created.

SUPPLY CHAIN TIP:

When it's time to do a confirmation or goods receipt, don't forget to enter the purchase order number. You'll find the purchase order number on the packing slip that is included with the items that you have ordered. By entering the purchase order number, you will reduce the search time in the system.

Make a Selection: ▾

To confirm ordered goods or services, first find a purchase order.

Search for Purchase Order

Purchase Order Number	Requester	Vendor	Timeframe
<input type="text" value="2000045704"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Extended Search](#)

NON-PAYROLL COST TRANSFER

An effort has been underway at HopkinsOne to revise and improve the non-payroll cost transfer transaction. During the summer, a group of Hopkins employees met with project staff to outline requested changes. Some of these requests have been developed and are now in their final stages of testing. Below are three changes that you should be able to see this fall.

Data Browser: Table ZTS_COTRFR_ITEMS: Selection Screen

Data Browser: Table ZTS_COTRFR_ITEMS: Selection Screen

Number of Entries

Cost Trfr. Document to
Line item to

Company Code
G/L
Debit/Credit
Business Area
Cost Center
Order
WBS Element
Fund
Grant
Cost Element
Commitment item
Asset to
Sub-number to
Amount to
Single-Character Flag to
Description of Origi to
Original SAP Transac to
Original Transaction to
Sender or Reciever to
Business Area to
Cost Center to
Order to
WBS Element to
Fund to
Grant to
Cost Element
Commitment item

1

2

3

The transaction will now have more query capabilities—3 different query tabs in all. It will now allow you to query on a wide range of things, such as the original SAP document number, user name, and posting date range. You can query single or multiple fields at a time.

Transfer History

Transfer Id	Posting Date	Initiator	Amount
000000000000738	20071011	RBRASEF1	15.00
000000000000739	20071011	RBRASEF1	100.00
000000000000740	20071011	RBRASEF1	200.00
000000000000741	20071011	RBRASEF1	300.00

Asset
Sub-number
Amount
Currency
Message Text
Partner Type
HHS Dept

You will now have the ability to upload information from a spreadsheet, such as Excel, into the Cost Transfer transaction. This is helpful for transactions that have more line items than the default. The information from the spreadsheet will automatically populate, once uploaded, into the transaction.

You can now see information about Cost Transfers that reference the same original SAP document number. This will allow you to figure out who posted the prior transfer and get additional details.

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.