Upgrade Update for SAP Business Suite 7
By Jill Mikros

During the past month, Geof Corb and I began “making the rounds” to various groups and forums to share the status of the upgrade and what it means to the user community. So far...not much reaction...but that’s a good thing because this is a technical upgrade and not much is expected to change, except for shopping carts.

As for shopping cart users, the things that are changing are being closely monitored by JHU Learning Solutions and JHHS Organization Development and Training (ODT). Learning Solutions and ODT will be providing options for affected users to get properly trained at the optimal time. Training will be a featured article in next month’s issue.

Last month, I mentioned that we were in the blueprint phase. Well, this month, I’m happy to report that we are moving into the realization phase. There will be lots of action during this phase as we begin to fix items that have been broken by the upgrade, re-test the broken items and prepare for Integration Testing. Don't worry... we'll fix anything that is broken and test it thoroughly long before we upgrade next May.

EBS, Shared Services and “volunteer” users are busy at work creating an inventory of the SAP business processes. Test scenarios will be developed using business processes from the inventory, to ensure that the key business processes will work successfully in the upgrade. Integration testing will officially start in late January.
As usual, EBS will maintain and support the existing version of SAP that the user community is using today. We expect to need an outage on the weekend of Dec 4 for a hardware upgrade. We will confirm the details closer to the outage.

Support Packs will be tested in November and applied on December 11-12 to allow JH to implement the appropriate tax changes, process W-2s and 1099s. This will require an outage on those days; exact times will be communicated in early December.

Below is a high level summary of the upgrade timeline by phase with other operational activities:

We plan to devote space to the upgrade in each monthly issue of SAP Support Update; if you have any questions or ideas for information we should provide in future articles, please contact us at sapnews@jhu.edu

The following link provides information and documentation about the upgrade: https://know.isis.jhu.edu/display/SAPUP/Home

For information about what is coming up with the upgrade, visit us at: www.SAPatHopkins.org

www.facebook.com/sapupjh
www.twitter.com/sapupjh
From HR:
Starting in November, A Group of University Bargaining Unit Employees will be Piloting Kronos for Timekeeping

Kronos is a workforce management system that will allow the University to automate time entry for payroll for Bargaining Unit employees through the use of time clocks which capture time based on swiping of an employee’s ID card.

In early November, a pilot group of bargaining unit employees will begin using Kronos for timekeeping. This pilot group will be primarily from the Homewood campus. The roll-out for the Medical campus for University Bargaining Unit employees is planned for February.

The Kronos System does not replace the E210 system which is used to document time worked, paid and unpaid leaves, holidays, and vacation and sick leave accruals and balances. Also, there is no change for time entry for semi-paid hourly employees.

Resources for SAP.
SAP Upgrade Information:
www.SAPatHopkins.org
www.facebook.com/sapupjh
www.twitter.com/sapupjh

Knowledge Network:
http://knowledgenetwork.johnshopkins.edu

Fast Facts:
http://www.hopkinsfastfacts.org

Shared Services:
http://ssc.jhmi.edu

JHU Controller’s Office:
http://www.controller.jhu.edu

SAP Support Update newsletter archive:
http://orchid.hosts.jhmi.edu/hopkinsone/News/archive.cfm

SAP Help Desk:
http://www.jhu.edu/hopkinsone/Support

For Our Readers.
The SAP Support Update is published monthly to keep you informed of the activities within the Enterprise Business Solutions team and to provide tips and tricks that will make your work with SAP easier.

If you have any questions or suggestions or if you wish to submit an article or tip, please email us at: sapnews@jhu.edu
How to Email and Bookmark a BW Report
By Gina Gerald

SAP users may find a specific BW report and variables useful and want to share the report with a colleague or colleagues. There are a couple of ways to email links to BW Reports.

Users can email an instance of a report with specified variables from the results screen of the report they are in by clicking on the Email button at the top of the displayed report.

In order to bookmark a report, users can click on the Bookmark button at the top of the report being viewed.

From the Add Favorite box, users have the option to choose a folder previously created, create a new folder, or store the bookmark in “My Favorites”. The bookmark can also be renamed to reflect contents or purpose of the report. Click on the Save button after specifying the storage and naming information to save the bookmark.

Saved bookmarks can be accessed from the JH Library in BW Report Center.

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To select a favorite from a list of previously saved bookmarks, click on the *Manage Favorites* link at the top of the report and selecting the *Email* button from the list.

Type in the email address of the person or people you would like to sent the report to and click send.

Watch for more BW tips and tricks in future newsletters. If you would like to contribute an idea or an article, please write [sapnews@jhu.edu](mailto:sapnews@jhu.edu).
Meet Stephen Hall, Financial Reporting Analyst from the JHHS Controller’s Office

Stephen has a background as an auditor and has assisted with many of the security and processing enhancements to the SAP system.

Stephen has worked with the EBS team on numerous occasions in the areas of BW and Security. He has also worked with Organization Development and Training (ODT) and works on the Workforce Dashboard.

Q: “I have heard that you have been involved with some of the role audits that took place several months ago. Can you explain a little about your role on that effort?”

A: “Sure, I work with Sherri Flaks from the EBS team on role audits and performed segregation of duties security reviews. These make sure that users do not have critical role conflicts such as: having the Initiator role and Approver role for certain transactions. We’ll be using the new GRC (Governance Risk Compliance) System to assist with these audits going forward.”

Q: “What types of things have you been working on with BW reporting?”

A: “I worked with Miles Haw from EBS on the BCS (Business Consolidation System). BCS is a module used to produce consolidated financial statements.”

“I also worked with the BW team at EBS to test the new BW reporting ‘Go To’ enhancements that was added to a number of BW reports and on the Workforce Dashboard (WFD) to assist with time reporting.”

Q: “Are there other areas in the health system or university that you work with?”

A: “I worked with the ODT team to create and teach the BW- R/3 Research course for accounting and finance. We look forward to developing a combination of online courses and classroom training in the coming year.”
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Planned SAP System Maintenance Schedule

It has become necessary to schedule monthly maintenance for the SAP system in order to perform routine maintenance tasks such as: adding storage, deploying patches, and other activities that require the systems to be offline. As always, our objective is to minimize the amount of downtime during these periods while accomplishing important system management tasks. After coordinating with Shared Services and other key users, we have developed the following weekend schedule.

Unless otherwise specified, the systems will be taken down for a **14 hour** period, starting at **9:00 PM** on the evening before the specified date, and concluding no later than **11:00 AM** on the specified date. If the maintenance activities finish sooner, the system is released to the users at that time.

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<th>2009 Schedule</th>
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Training Opportunities at Johns Hopkins:

Training, including a range of SAP training, is offered to all employees who want to take e-courses or register for traditional classroom training.

Employees can access the training centers by visiting their organization’s training site at:

- Johns Hopkins University: [http://training.jhu.edu](http://training.jhu.edu)
- Johns Hopkins Medicine: [http://www.hopkinsinteractive.org](http://www.hopkinsinteractive.org) (clinical training)
- Johns Hopkins Health System SAP: [http://www.hopkinsmedicine.org/sap](http://www.hopkinsmedicine.org/sap)