



fast facts

Today's Presenter

Shannon Towner Financial Manager, School of Public Health





fast facts

What Won't Be Covered

- Payroll
- Revenue
- Special/unusual situations

fast facts

FS911 Templates

Sponsored Accounts

School of Public Heath Sponsored Financial Detail (FS911)

<u>Non-Sponsored Accounts</u> School of Public Heath Non-Sponsored Financial Detail (FS911)

Go to:

http://www.controller.jhu.edu/H1/bw_report_formats.html

Note: These reports will work for any accounts, not just Public Health accounts.

JOHNS HOPKINS 🛦

| 🚰 JHU Controller's Office - BW | Report Formats - Microsoft Intern | net Explorer provided by JHSPH Information Syst | ems | | | | | | | |
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| s s | ponsored Financial cummary (FS910) | This detail report displays revenue and expense summary for grants and sponsored programs. | Formatted Report | | | | | | | |
| S (F | ponsored Financial Detail FS911) | This summary report displays revenue and expense detail for grants and sponsored programs. | Formatted Report | | | | | | | |
| S S (F | <mark>chool of Public Health</mark> ponsored Financial Detail FS911) | This summary report version displays revenue and expense detail for grants and sponsored programs by sponsored class. | Formatted Report | | | | | | | |
| N | ion Sponsored Reconciliati | on | | | | | | | | |
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| Sponsored Revenue | JHEN/420101 SPONSURED REVENU | 900049182 | 190049313 Maso | # | # | # | JLEITH | # | Not assigned | # | 05/03/2007 | -\$ 1,819.14 | |
| Salaries & Wages Administrativo Octor | JHEN/611001 SAL-FACULTY FT/PT | 4800002858 | 4152 | # | # | # | HRAUTO | # | Not assigned | # | 05/10/2007 | \$ 000.00 | |
| Administrative salar Esia es Basadita | JIENIG 2001 SAL-ADIVISTAFF FT/P | 4000002000 | 4152 | # # | # # | # # | HRAUTO | # # | Not assigned Not assigned | + | 05/10/2001 | \$ 1,015.00 * 000 75 | |
| r ringe Denerits Suppliere & Materiale | JHENIG2000 FRINGE DEN EAP FITP | 4000002000 | *4152 #105708800 | # *>>>>>> | # # | # RACRAITUNG | DESOVUSER | # 5007976 | Not assigned | + | 05/10/2001 | \$ 030.15 | |
| supplies a materials | JHEINROSZOU OTHER INST SOP | 4900234143 | 5105700020 | 5000113031 | # # | MONATHIO | PRORVUGER | 001316 | OFFICE DEPOT BSD | + | 05/11/2001 | \$ 45.00 \$ 15.00 | |
| | | 5000235311 | 5105110110 | 2000113031 Ponorioniae | # # | CBOSI EV1 | PRORVUSER DDODVIJOED | -1001316 Monansa | DELIABLE DEPOT DSD | # VIOLET HAN | 05/10/2001 | \$ 10.20 \$ 20.58 | |
| | | # | 2000120196 | M000407467 | # | CB08LET1 | PROBVIISE | - 10000052 | RELIABLE REPRODUC | VIOLET HAN | 05/14/2007 | \$ 02.50 | t 32.58 |
| | | π | 1000407467 | # | # # | # | PRSRVUSER | :# | Not assigned | VIOLET HAN | 05/14/2007 | | \$0.00 |
| | | | | | | | | | | | | | + |
| | JHEN/632101 OTHER RESRCH SUP | 100387273 | 900387273 | # | # | # | FIAUTO | # | Not assigned | DISCOUNT I | 05/08/2007 | \$ 2,388.00 | |
| | | 100387297 | 100387297 | # | # | # | FIAUTO | # | Not assigned | DISCOUNT I | 05/08/2007 | \$ 150.00 | |
| | | 100392499 | 100392499 | 200000323 | # | # | ATIEMAN1 | # | Not assigned | JUNE 2006 - | 05/10/2007 | \$1,729.40 | |
| | JHEN/64028; DELIVERY SERVICE | 1900196291 | 1900196291 | # | CBOSLEY1 | # | SGRANT16 | 2039507 | FEDERAL EXPRESS | # | 05/01/2007 | \$ 27.78 | |
| | | 1900205632 | 1900205632 | # | CB0SLEY1 | # | LVALENT2 | 2039507 | FEDERAL EXPRESS | # | 05/01/2007 | \$ 7.56 | |
| | | 1900205649 | 1900205649 | # | CB0SLEY1 | # | SGRANT16 | 2039507 | FEDERAL EXPRESS | # | 05/01/2007 | \$ 33.55 | |
| | | 1900205838 | 1900205838 | # | CBOSLEY1 | # | SGRANT16 | 2039507 | FEDERAL EXPRESS | # | 05/01/2007 | \$ 45.55 | |
| | | # | 1900196291 | # | # | # | JFERRET1 | # | Not assigned | # | 05/01/2007 | | \$0.00 |
| | | | 1900205632 | # | # | # | JFERRET1 | # | Not assigned | # | 05/01/2007 | | \$0.00 |
| l elecommunications | JHEN/641403 TELEPHONE NETWORK | 100377611 | 100377611 | # | # | # | FIAULU | # | Not assigned | PEERIDED | 05/03/2007 | \$ 123.95 | |
| | | 100449945 | 100449945 | # | # DNOLUKO | # | FIAULU | # | Not assigned | PEERIDED | 05/31/2007 | \$ 123.95 | |
| | | 1300215034 | 1300215034 Nacional | # | UNUWAKU | # | KHAWKIN2 | *2004134 | CALLWAVE INC | # | 05/07/2007 | \$ 1.35 | *0.00 |
| | | + | A900215034 | # # | # # | # # | DNOWAKUI | # # | ivot assigned Net essigned | + | 05/01/2007 | | \$0.00 |
| Service Conter | INFNU901005 JHENU901005 | # | 4400048991 | # # | # | # | MELLIS1 | # # | Not assigned | # 96812 CLIMB | 05/29/2007 | 1 59 90 | \$0.00 |
| Service Genter | INFNJ901005 INFNJ901005 | # | MA00051359 | # | # | | DRUKFUM | # | Not assigned | CODY DDOG | 05/20/2007 | \$ 186.75 | |
| | THE ROUTED FIELD OF THE PROPERTY | | 400051360 | # | # | # | BBUKEUI | # | Not assigned | COPY PROC | 05/31/2007 | t 41.25 | |
| | | | 400051775 | # | # | # | RBUKELI1 | # | Not assigned | COPY PROP | 05/31/2007 | \$ 311.50 | |

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Life Cycle of Purchase Order





Screenshot FS911

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| | | | | | | | | | | | Spon: | sored Program | 90006729 MULTI-CENTE | BUVEITIS |
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| Sponsored Revenue | JHEN/420101 SPUNSU | ORED REVENUE | -900049182 | 4350 | # | # | # | JLEITHI | # | Not assigned | # | 05/03/2007 | -\$ 1,813.14 | |
| Salaries & Wages | JHEN/611001 SAL-FA | | 4800002858 | 4152 | # | # | # | HRAUTO | # | Not assigned | # | 05/10/2007 | \$ 666.66 | |
| Administrative Salar | JHEN/612001 SAL-AD | IM STAFF FI7PT | 4800002858 | 4152 | # | # | # | HRAUTO | # | Not assigned | # | 05/10/2007 | \$1,875.00 | |
| Fringe Benefits | JHEN/62000" FRINGE | BEN EXP FT/P | 4800002858 | 4752 | # | # | # | HRAUTO | # | Not assigned | # | 05/10/2007 | \$ 838.75 | |
| Supplies & Materials | JHEN/63200° OTHER | INST SUP | 1900234149 | 5105708820 | 2000119891 | # | MSMITH19 | PRSRVUSER | 1001316 | OFFICE DEPOT BSD | # | 05/17/2007 | \$ 45.60 | |
| Goods Rece | Pint | | | 5105710170 | 5000019891 | # | MSMITH19 | PRSRVUSER | 1001316 | OFFICE DEPOT BSD | # | 05/18/2007 | F 15 20 | 7 |
| 0000011000 | sipt | | 5000118948 | 5000721802 | 2000120196 | # | CBOSLEY1 | PRSRVUSER | 1009052 | RELIABLE REPRODUC | VIOLET HAN | 05/16/2007 | \$ 32.58 | _ |
| | | | # | 2000120196 | 1000407461 | # | CBOSLEY1 | PRSRVUSEF | -1003052 | RELIABLE REPRODUC | VIOLET HAN | 05/14/2007 | | \$ 32.58 |
| Purchas | e Order | | | K | | | | | | | | 5/16/2007 | | \$-32.58 |
| | | | | 1000407467 | # | # | # | PRSRVUSER | # | Not assigned | VIOLET HAN | 05/14/2007 | | \$0.00 |
| Sho | opping Cart | RESRCH SUP | 400387273 | 5 100387273 | # | # | # | FIAUTO | # | Not assigned | DISCOUNT I | 05/08/2007 | \$ 2,388.00 | |
| | | | 100387297 | 5 100387297 | # | # | # | FIAUTO | # | Not assigned | DISCOUNT I | 05/08/2007 | \$ 150.00 | |
| | | | 100332433 | 100392499 | P2000003296 | # | # | ATIEMAN1 | # | Not assigned | JUNE 2006 - | 05/10/2007 | \$1,729.40 | |
| | JHEN/64028; DELIVE | RY SERVICE | 1900196291 | 1 900196291 | # | CBOSLEY1 | # | SGRANT16 | 2039507 | FEDERAL EXPRESS | # | 05/01/2007 | \$ 27.78 | |
| | | | 1 900205632 | 1 900205632 | # | CBOSLEY1 | # | LVALENT2 | 2039507 | FEDERAL EXPRESS | # | 05/01/2007 | \$ 7.56 | |
| | | | 1900205649 | 1 900205649 | # | CBOSLEY1 | # | SGRANT16 | 2039507 | FEDERAL EXPRESS | # | 05/01/2007 | \$ 33.55 | |
| | | | 1900205838 | 1 900205838 | # | CBOSLEY1 | # | SGRANT16 | 2039507 | FEDERAL EXPRESS | # | 05/01/2007 | \$ 45.55 | |
| | | | # | 1900196291 | # | # | # | JFERRET1 | # | Not assigned | # | 05/01/2007 | | \$0.00 |
| | | | | 1900205632 | # | # | # | JFERRET1 | # | Not assigned | # | 05/01/2007 | | \$0.00 |
| Telecommunications | JHEN/641403 TELEPH | ONE NETWORK | 100377611 | 100377611 | # | # | # | FIAUTO | # | Not assigned | PEER 1 DEDI | 05/03/2007 | \$ 123.95 | ••••• |
| | | | 100449945 | 100449945 | # | # | # | FIAUTO | # | Not assigned | PEER 1 DEDI | 05/31/2007 | \$ 123.95 | |
| | | | 1900215094 | 1900215094 | # | DNOWAKO | # | KHAWKIN2 | 2004134 | CALLWAVE INC | # | 05/07/2007 | \$ 7.95 | |
| | | | # | 1900215094 | # | # | # | DNOWAK01 | # | Not assigned | # | 05/07/2007 | • • • • • | \$0.00 |
| | | | | 1900254357 | # | # | # | DNOWAK01 | # | Not assigned | ± | 05/23/2007 | | \$0.00 |
| Service Center | JHEN/321205 JHEN/3; | 21205 | # | 400048991 | # | # | # | MELLIS1 | # | Not assigned | 96812 CLINI | 05/23/2007 | \$ 59,90 | |
| | JHEN/921225 JHEN/92 | 21225 | # | 400051359 | # | # | # | BBUKELI | # | Not assigned | COPY PROG | 05/31/2007 | \$ 186.75 | |
| | | | | 400051360 | # # | # # | # # | BBUKEUI | # # | Not assigned | COPYPROG | 05/31/2007 | \$ 41.25 | |
| | | | | 400051775 | # # | # # | # # | BBUKEUI | # # | Not assigned | COPYPROG | 05/31/2007 | \$ 31150 | |
| | HEN/921308 HEN/9 | 21308 | # | 400048659 | # | # | # | RBUKEUI | # | Not assigned | SOFTWARE | 05/23/2007 | \$5.50 | |
| | The around the mention | | - | .400040000 | | | | nooneen | * | nes averginea | SOFTWARE | 05/23/2007 | \$ 30.00 | |
| Facilities & Admin C | HEN/64400: FACUT | IES & ADMINIC | 400378795 | 5 00378795 | # | # | # | FIALTO | # | Not assigned | # | 05/04/2007 | \$1299.56 | |
| r sender v Hennil O | CALIFORNIA CONTROLLI | ies w norma o | 00385645 | M00385645 | # | # | # | FIALTO | # | Not assigned | # | 05/08/2007 | \$ 108.03 | |
| | | | N00222424 | N00222424 | * | * | * | FIALTO | * | Maximum dia section and | + | 0510012001 | # 0 590 41 | |



Screenshot FS911

| | | | | | | | | | | | Grant | 907223 | |
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| | | | | | | | | | | | Funds Center | JHEN/1602510000 | |
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| Sponsored Class | G/L Account | doc number | number | doc | Liser Name | PO Bease | Created bu | Vendor | | Item text | Posting date | Expense | Commitments |
| Sponsored Bevenue | JHEN/420101 SPONSORED REVENUE | P300043182 | 50049313 | # | # | # | JI FITH1 | # | Not assigned | # | 05/03/2007 | -t 1 819 14 | |
| Solorios & Wages | JHEN/611001 SAL-FACULTY FT/PT | A800002858 | A752 | # | # | # | HDALTO | # | Not assigned | # | 05/10/2007 | \$ 666 66 | |
| Administratius Salar | INFN/612001 SAL-ADM STAFF FT/D | 12 8000002858 | A750 | # | # | # | HDALITO | # | Not accigned | # | 05/10/2007 | \$1875.00 | |
| Frings Bassfilts | INENIG2001 SAL-ADM STATT THE | 4000002050 | 4750 | # # | # | # # | | # | Not assigned Not assigned | # # | 05/10/2007 | * 1,015.00 * 939.75 | |
| r mige Dellenks Supplier & Materiale | INENIO2000 TRINGE DEN EXPTTIP | N900022000 | 5405709900 | * • | # | # MONATTHIO | DDSDVUSED | # 1007976 | OFFICE DEDOT BOD | # # | 05/10/2001 | \$ 45.60 | |
| supplies a materials | SHENROZOO OTHER MIST SOF | M900234143 | 5105710120 | 5000119891 | # | MOMITTIO | PDSDVUSED | 1007976 | OFFICE DEPOT BSD | # # | 05/19/2007 | \$ 45.00 \$ 15.00 | |
| | | T000235311 | 5105110110 \$000704900 | 2000113031 | . | CROSEVA | PROBVUSER DDODVUSER | 1001010 | DELIABLE DEPOT DODI | | 05/10/2007 | \$ 10.20 \$ 20.50 | |
| | | 5000110340 | 5000121002 | P000402462 | # # | CDUSLETT | PRORVUGER | 4003052 | DELIABLE DEPRODU | VIOLET HAN | 05/10/2001 | \$ 32.30 | * 20 50 |
| | | | A000407467 | # | . | # | PRORYUGER DDODVUOER | # | NELINDLE REPRODU | VIOLET HAN | 05/14/2001 | | \$ 02.30 |
| | | | 1000401461 | + | + | # | PRORVUGER | + | Not assigned | VIOLET HAI | 05/14/2001 | | \$0.00 |
| | JHEN/632101_OTHER RESPONSUR | 5 00387273 | 4 00387273 | # | # | Ħ | FIALITO | # | Not assigned | DISCOUNT | 05/08/2007 | \$ 2 388 00 | |
| | | M00387297 | M00387297 | # # | # | # # | FIALITO | # | Not assigned | DISCOUNT | 05/08/2007 | t 150.00 | |
| | r | 100332433 | 100332433 | | # | # | ATIEMANI | # | Not assigned | JUNE 2006 | 05/10/2007 | \$1729.40 | |
| | | 1900196291 | 1900196291 | # | CBOSLEY1 | ĩ. L | SCRAMP16 | | FEDEDAL EXPORTS | # | 05/01/2007 | \$ 27.78 | |
| | | M900205632 | 4900205632 | # | CBOSLEYI | . | IVALENT2 | 5039507 | FEDERAL EXPRESS | # | 05/01/2007 | \$7.56 | |
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| Tolocommunications | HEN/641403 TELEPHONE NETWORK | 00377611 | 400377611 | # | # | # | FIALTO | # | Not assigned Not assigned | | 05/03/2007 | ¢ 103 95 | \$0.00 |
| releconnulations | SHENIO4140C TEEEPHONE NET WORK | 500449945 | M00449945 | # # | # | # | FIALTO | # | Not assigned Not assigned | PEEN 10ED | 05/31/2007 | \$ 120.00 \$ 103.95 | |
| | | M900215094 | M900215094 | # # | | # | KHAWKINO | * 5004134 | CALLWAVE INC | # | 05/07/2007 | \$ 120.05 | |
| | | # | M900215094 | # # | # | # | DNOWAKOI | # | Not accigned | # # | 05/07/2007 | ÷1.00 | *0.00 |
| | | * | M900254357 | # # | # | # # | DNOWAKOI | # | Not assigned Not assigned | # # | 05/09/2007 | | \$0.00 |
| Samiaa Cankar | INFRUGGIONS INFRUGGIONS | # | MA00048991 | # # | # | # | MELLISI | # | Not assigned Not assigned | # 96812 CUM | 05/20/2007 | + 59 90 | \$0.00 |
| Service Genter | INENUS21205 INENUS21205 | # # | 400040331 | # # | # | * | DRUKEIN | # | Not assigned Not assigned | CODY DDO(| 05/20/2007 | \$ 196.75 | |
| | anchi selees anchi selees | * | 400051353 | * | . | * | DBUKEUN | # # | Not assigned National | COPYPRO | 05/3//2007 | \$ 100.15 \$ 41.05 | |
| | | | 400051380 | # # | # # | # # | DBUKEUN | * | Not assigned National | COPTPROC | 05/3//2001 | 3 41.20 # 241.50 | |
| | NEN1901005 NEN1901000 | | 400031115 | # # | # | # | ROUKELII | * | Not assigned | COPTIPROC | 05/31/2001 | \$ 511.50 | |
| | SUENISSION SUENISSION | # | 1400040053 | + | + | + | NOUNCLII | * | wok assigned | SOFTWARE | 05/23/2001 | \$ 0.00 * 20.00 | |
| | | A00070705 | | | | | ELAL ITO | | Makaasiaasid | SUFTWARE | 05/23/2001 | \$ 30.00 | |
| r acilities & Admiñ C | SHENYO4400 FACILITIES & ADIVING | 00310135 | 00310135 | # # | . | + | FIAUTO | * | ivot assigned National | # # | 05/04/2001 | \$ 1,200.00 \$ 100.00 | |
| | | 00365645 | 100365645 | # | # | # | FIAUTO | # | wot assigned | # | 05/06/2007 | \$ 108.03 | |
| | | 100388434 | 100368434 | # | 4 | # | FIAULU | 4 | ivot assigned | 4 | 05/03/2007 | \$ 2,532.41 | |

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| | Where to look in R3 | FI Document Number | Document Type |
|-----|---------------------------------------|---|---|
| ast | FB03 | 1xxxxxxx (9 digits) | Journal Upload, Pcard, Cost Transfer (primary GL's), Travel Adjustment, Year End Adjustment |
| / | | 15xxxxxxx (10 digits) | Recurring payment (such as a lease) |
| | | 16xxxxxxx (10 digits) | Accounts Receivable posting |
| | | 17xxxxxxx (10 digits) | Prepayments/ Vendor Credits |
| | | 19xxxxxxx (10 digits) | Payments to vendors, travel, refunds, check requests |
| | | 48xxxxxxxx (10 digits) | Payroll |
| | | 49xxxxxxx (10 digits) | Supply Store |
| | | 50xxxxxxx (10 digits) | Goods receipt, Goods receipt for PO |
| | | 87xxxxxxx (10 digits) | Cash Journal (petty cash or deposits) |
| | | 89xxxxxxx (10 digits) | Credit Card Receipts |
| | Where to look in R3 | Reference Document Number | Document Type |
| | ME23N | 20xxxxxxx (10 digits), PO Requisitioner is populated | Purchase Order |
| | | 51xxxxxxx (10 digits) | PO Invoice Receipt |
| | FMX3 | 20xxxxxxx (10 digits), Created by is populated | Funds Reservation If the text says "Journal #xxxx", go to ZSGM_COST_TRANSFER and put in your journal # and press "display request" Funds Reservation |
| | FMX3 | 70xxxxxxx (10 digits) | |
| | KSB5 or from Service Center Emails | 14xxxxxxx (10 digits) | Intra or Inter Entity transfers, Service Center charges, KB15 |



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| 3 | | | | | | | | | | | | Funds Center | Current | ,000 |
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| 10 | Sponsored Class | G/L Account | | doc number | number | rdoc | Liser Name | PO Beau | Vendor | | ltem text | Posting date | Bevenue | Commitments |
| 11 | Sponsored Revenue | JHEN/420101 | SPONSORED REVENUE | 900049182 | 90049313 | # | # | # | # | Not assigned | # | 05/03/2007 | -\$ 1.819.14 | |
| 12 | Salaries & Wages | JHEN/611001 | SAL-FACULTY FT/PT | 4800002858 | 4752 | # | # | # | # | Not assigned | # | 05/10/2007 | \$ 666.66 | |
| 13 | Administrative Salar | JHEN/612001 | SAL-ADM STAFF FT/PT | 4800002858 | 4752 | # | # | # | # | Not assigned | # | 05/10/2007 | \$ 1,875.00 | |
| 14 | Fringe Benefits | JHEN/620001 | FRINGE BEN EXP FT/PT | 4800002858 | 4752 | # | # | # | # | Not assigned | # | 05/10/2007 | \$ 838.75 | |
| 15 | _ | | | 4800003013 | 5294 | # | # | # | # | Not assigned | # | 05/25/2007 | \$ 2,678.15 | |
| 16 | Supplies & Materials | JHEN/632001 | OTHER INST SUP | 1900234149 | 5105708820 | 2000119891 | # | MSMITH19 | 1007976 | OFFICE DEPOT BS | # | 05/17/2007 | \$ 45.60 | |
| 17 | | | | 1900235911 | 5105710170 | 2000119891 | # | MSMITH19 | 1007976 | OFFICE DEPOT BS | # | 05/18/2007 | \$ 15.20 | |
| 18 | | | | 5000118948 | 5000721802 | 2000120196 | # | CBOSLEY1 | 1009052 | RELIABLE REPROI | VIOLET HANGING FI | 05/16/2007 | \$ 32.58 | |
| 19 | | | | # | ⁷ 1000405178 | # | # | # | # | Not assigned | DUMMY LINE | 05/14/2007 | | -\$ 45.60 |
| 20 | | | | | | | | | | _ | HP MODEL C5023A | 05/14/2007 | | \$0.00 |
| 21 | | | | | | | | | | | HP MODEL C5024A | 05/14/2007 | | \$ 15.20 |
| 22 | | | | | | 19 |)()19 | 6291 | | | HP MODEL C5025A | 05/14/2007 | | \$ 15.20 |
| 23 | | | | | | ± 2 (| | 0233 | - | | HP MODEL C5026A | 05/14/2007 | | \$ 15.20 |
| 24 | | | _ | | 290012019 | | | | | ELIABLE REPROI | VIOLET HANGING FI | 05/14/2007 | | \$ 32.58 |
| 25 | | | | | E | | | | | | | 05/16/2007 | | -\$ 32.58 |
| 26 | | JHEN/640282 | DELIVERY SERVICE | 1900196291 | 1900196291 | | CBUSLEYI | - | 2039507 | FEDERAL EXPRES | # | 05/01/2007 | \$ 27.78 | |
| 27 | | | | 000203632 | 1900205632 | # | CBUSLEYI | # | 2039507 | FEDERAL EXPRES | # | 05/01/2007 | \$ 7.56 | |
| 28 | | | | 1900205649 | 1900205649 R000205649 | # | CBOSLETI | # # | 2033507 | FEDERAL EXPRES | # # | 05/01/2007 | \$ 33.55 | |
| 29 | Tolocommunications | | | 500205838 500277611 | 500203030 500277611 | # # | # | # | 4 | Not accidend | | 05/01/2007 | \$ 40.00 | |
| 30 | relecontinunications | 0HEN041403 | TELEPHONENETWORK | 500377011 500449945 | 500377611 500449945 | # | # # | # # | # # | Not assigned | PEER I DEDICATED | 05/31/2007 | \$ 123.35 | |
| 32 | | | | 50000000 5000215094 | 1900215094 | # | | · # | 2004134 | CALLWAVEINC | # | 05/07/2007 | \$ 123.30 \$ 7.9E | |
| 33 | | | | # | 1900215094 | # | # | # | # | Not assigned | # | 05/07/2007 | \$ 1.55 | \$0.00 |
| 34 | | | | | 1900254357 | # | # | # | # | Not assigned | # | 05/29/2007 | | \$0.00 |
| 35 | Service Center | JHEN/921205 | JHEN/921205 | # | 1400048991 | # | # | # | # | Not assigned | 96812 CLINICAL TRIA | 05/29/2007 | \$ 59.90 | + |
| 36 | | JHEN/921225 | JHEN/921225 | # | 1400051359 | # | # | # | # | Not assigned | COPY PROGRAM C | 05/31/2007 | \$ 186.75 | |
| 37 | | | | | 1 400051360 | # | # | # | # | Not assigned | COPY PROGRAM C | 05/31/2007 | \$ 41.25 | |
| 38 | | | | | 1 400051775 | # | # | # | # | Not assigned | COPY PROGRAM C | 05/31/2007 | \$ 311.50 | |
| 39 | | JHEN/921308 | JHEN/921308 | # | 1 400048659 | # | # | # | # | Not assigned | SOFTWARE PURCH | 05/23/2007 | \$ 5.50 | |
| 40 | | | | | | | | | | - | SOFTWARE PURCH | 05/23/2007 | \$ 30.00 | |
| 41 | Facilities & Admin C | JHEN/644001 | FACILITIES & ADMINIC | 1 00378795 | 1 00378795 | # | # | # | # | Not assigned | # | 05/04/2007 | \$ 1,299.56 | |
| 42 | | | | 100385645 | 100385645 | # | # | # | # | Not assigned | # | 05/08/2007 | \$ 108.03 | |
| 43 | | | | 100388434 | 100388434 | # | # | # | # | Not assigned | # | 05/09/2007 | \$ 2,592.41 | |
| 44 | | | | 100391269 | 100391269 | # | # | # | # | Not assigned | # | 05/10/2007 | \$ 17.64 | |
| 45 | | | | 100394919 | 100394919 | # | # | # | # | Not assigned | # | 05/11/2007 | \$ 3,260.70 | |

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| | | 50xxxxxxx (10 digits) | Goods receipt, Goods receipt for PO | | | | |
| | | 87xxxxxxx (10 digits) | Cash Journal (petty cash or deposits) | | | | |
| | | 89xxxxxxx (10 digits) | Credit Card Receipts | | | | |
| | Where to look in R3 | Reference Document Number | Document Type | | | | |
| | ME23N | 20xxxxxxx (10 digits), PO Requisitioner is populated | Purchase Order | | | | |
| | | 51xxxxxxx (10 digits) | PO Invoice Receipt | | | | |
| | FMX3 | 20xxxxxxx (10 digits), Created by is populated | Funds Reservation If the text says "Journal #xxxx", go to ZSGM_COST_TRANSFER and put in your journal # and press "display request" Funds Reservation | | | | |
| | FMX3 | 70xxxxxxx (10 digits) | | | | | |
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| NAY-08-2007 TUE 10:49 AM JHU E | FI ADMIN FAX NO. 4 PI ADMIN FAX NO. 4 D 00 Invoice Number Invoice Date 8-066-69875 Apr 03, 2007 | 106140902 P. 02/03 Wment # 1900194291 Account Number Page 0212-2785-4 1 of 4 FedEx Tax ID: 71-0427007 | Use these buttons to scroll through all pages. |
| JHU-EPIDEMIDLOGY DEPT CATHY BOSLEY 615 N WOLFE ST RM 5010 BALTIMORE MD 21205-2103 Invoice Summary Apr 03, 2007 FodEx Express Services Transportation Charges Base Discount Special Handling Charges Total Charges US TOTAL THIS INVOICE US You saved \$15.40 in discounts this period! | 41.00 -15.40 2.18 D \$ 27.78 5 D \$ 27.78 | Invoice Questions? Contact FedEx Revenue Services Phone: (800) 622-1147 M-F 7-6 (CST) Fax: (800) 548-3020 Internet: www.fedex.com | |

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| 12 | Salaries of wages Administrative Cales | JHENROTIOUT | | 4000002050 | 4702 | # | # # | # | # # | Not assigned | # # | 05/10/2007 | \$ 666.66 | |
| 13 | Administrative Salar Ericas Decelita | JHENR612001 | SAL-ADIVISTAFF FITET | 4800002858 | 4702 | # | # | # | # # | Not assigned | # # | 05/10/2007 | \$ 1,875.00 | |
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| 10 | Supplier & Materiale | | | 4000003013 M900224149 | 5234 105709920 | # 5000119091 | # # | | # 5007976 | | # # | 05/23/2007 | \$ 2,678.10 | |
| 17 | oupplies of materials | 0112101002001 | | 1900225911 1900225911 | 5105710170 | 5000119891 | # | MSMITH19 | 5007976 | | # # | 05/18/2007 | \$ 40.00 \$ 15.20 | |
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| 26 | | JHEN/640282 | 2 DELIVERY SERVICE | 1 900196291 | 1 900196291 | | CBOSLEYI | + | 2039507 | FEDERAL EXPRES | # | 05/01/2007 | \$ 27.78 | + |
| 27 | | | | 1900205632 | 1900205632 | # | CBOSLEY1 | # | 2039507 | FEDERAL EXPRES | # | 05/01/2007 | \$ 7.56 | |
| 28 | | | | 1 900205649 | 1 900205649 | # | CBOSLEY1 | # | 2039507 | FEDERAL EXPRES | # | 05/01/2007 | \$ 33.55 | |
| 29 | | | | 1900205838 | 1 900205838 | # | CBOSLEY1 | # | 2039507 | FEDERAL EXPRES | # | 05/01/2007 | \$ 45.55 | |
| 30 | Telecommunications | JHEN/641403 | EXTELEPHONE NETWORK | . *1 00377611 | 100377611 | # | # | # | # | Not assigned | PEER 1 DEDICATED | 05/03/2007 | \$ 123.95 | |
| 31 | | | | 100449945 | 100449945 | # | # | # | # | Not assigned | PEER 1 DEDICATED | 05/31/2007 | \$ 123.95 | |
| 32 | | | | 1900215094 | 1900215094 | # | DNOWAKO | · # | 2004134 | CALLWAVE INC | # | 05/07/2007 | \$ 7.95 | |
| 33 | | | | # | 1900215094 | # | # | # | # | Not assigned | # | 05/07/2007 | | \$0.00 |
| 34 | | | | | 1900254357 | # | # | # | # | Not assigned | # | 05/29/2007 | | \$0.00 |
| 35 | Service Center | JHEN/921205 | JHEN/921205 | # | 1400048991 | # | # | # | # | Not assigned | 96812 CLINICAL TRI/ | 05/29/2007 | \$ 59.90 | |
| 36 | | JHEN/921225 | JHEN/921225 | # | 1400051359 | # | # | # | # | Not assigned | COPY PROGRAM C | 05/31/2007 | \$ 186.75 | |
| 37 | | | | | 1400051360 | # | # | # | # | Not assigned | COPY PROGRAM C | 05/31/2007 | \$ 41.25 | |
| 38 | | | | | 1400051775 | # | # | # | # | Not assigned | COPY PROGRAM C | 05/31/2007 | \$ 311.50 | |
| 39 | | JHEN/921308 | JHEN/921308 | # | 71400048659 | # | # | # | # | Not assigned | SOFTWARE PURCH | 05/23/2007 | \$ 5.50 | |
| 40 | | | | _ | _ | | | | | | SOFTWARE PURCH | 05/23/2007 | \$ 30.00 | |
| 41 | Facilities & Admin C | JHEN/644001 | FACILITIES & ADMINIC | 100378795 | 100378795 | # | # | # | # | Not assigned | # | 05/04/2007 | \$ 1,299.56 | |
| 42 | | | | 100385645 | 100385645 | # | # | # | # | Not assigned | # | 05/08/2007 | \$ 108.03 | |
| 43 | | | | 100388434 | 100388434 | # | # | # | # | Not assigned | # | 05/09/2007 | \$ 2,592.41 | |
| 44 | | | | 100391269 | 100391269 | # | # | # | # | Not assigned | # | 05/10/2007 | \$ 17.64 | |
| 45 | | | | 100394919 | 100394919 | # | # | # | # | Not assigned | # | 05/11/2007 | \$ 3,260.70 | |

| Slid | e 29 | | 🛤 JOHNS HOPKINS 🛕 |
|------|---------------------------------------|---|---|
| | Where to look in R3 | FI Document Number | Document Type |
| fast | FB03 | 1xxxxxxx (9 digits) | Journal Upload, Pcard, Cost Transfer (primary GL's), Travel Adjustment, Year End Adjustment |
| 1 | | 15xxxxxxx (10 digits) | Recurring payment (such as a lease) |
| | | 16xxxxxxx (10 digits) | Accounts Receivable posting |
| | | 17xxxxxxx (10 digits) | Prepayments/ Vendor Credits |
| | | 19xxxxxxx (10 digits) | Payments to vendors, travel, refunds, check requests |
| | | 48xxxxxxx (10 digits) | Payroll |
| | _ | 49xxxxxxxx (10 digits) | Supply Store |
| | | 50xxxxxxx (10 digits) | Goods receipt, Goods receipt for PO |
| | | 87xxxxxxx (10 digits) | Cash Journal (petty cash or deposits) |
| | | 89xxxxxxx (10 digits) | Credit Card Receipts |
| | Where to look in R3 | Reference Document Number | Document Type |
| | ME23N | 20xxxxxxx (10 digits), PO Requisitioner is populated | Purchase Order |
| | | 51xxxxxxx (10 digits) | PO Invoice Receipt |
| | FMX3 | 20xxxxxxx (10 digits), Created by is populated | Funds Reservation If the text says "Journal #xxxx", go to ZSGM_COST_TRANSFER and put in your journal # and press "display request" Funds Reservation |
| | FMX3 | 70xxxxxxx (10 digits) | |
| | KSB5 or from Service Center Emails | 14xxxxxxx (10 digits) | Intra or Inter Entity transfers, Service Center charges, KB15 |

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| SI | ide 30 | | | IN JOHNS HOPKINS A |
|----|-------------------------------|-------------------------------|-----------------|--------------------------|
| fa | ust facts | F | B03 | |
| | Document Edit Goto | ⊻iew System <u>H</u> elp I | 日日日 (1) (1) (1) | |
| | Display Documer | nt: Initial Screen | | |
| | | | | |
| | Keys for Financial Accounting | 5000112042 | | Input FI Document Number |
| | Company Code | JHEN | | |
| | Fiscal Year | 2007 | | Input Fiscal Year Posted |
| | | | | |
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And then hit the Green Check at the top.



| ist | FB0 | 3 Docume | ent Overviev | N | | | |
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| | © Document Edit Goto E | xtr <u>as S</u> ettings En <u>v</u> ironment S | System <u>H</u> elp 🛱 🖧 🏖 완 🗘 🏖 🛒 🔊 🍕 | | | | |
| | Display Document: Overview | | | | | | |
| | Document Number 5000118 Document Date 05/16/2 Reference 038135 Currency USD | 948 Company Code J 007 Posting Date 0 Cross-CC no. Texts exist | JHEN Fiscal Year 200 95/16/2007 Period 11 | 7 | | | |
| | Items in document currency Itm PK BusA Acct no. 001 81 160 632001 002 96 160 201056 | Description OTHER INST SUP GR/IR | Tx <u>Amount in</u> USD 32.58 32.58- | | | | |

Double-click on expense to get more info.

Hint: You can identify the expense because the GL account will be the same as the GL on your FS911.

fa

| FB03 Line Item Infor | mation |
|---|---|
| Document Edit Goto Extras Environment System Help | |
| G/L Account 632001 OTHER INSTRUCTIONAL SUPPLIES Company Code JHEN JOHNS HOPKINS ENTERPRI Doc. no. 5000118948 Line Item 1 / Costs / 81 | |
| Amount 32.58 USD Tax Code | Double-click on |
| Additional Account Assignments Business Area 160 Cost Center Order Sales Order 0 WBS Element Mawork | Doc (PO Number) to go to the PO information (ME23N). |
| Purchasing Doc. 2000120196 Quantity 2 Value date 05/16/2007 Assignment Text violet hanging file folders | |

| Slide | 33 IN JOHNS HOPK | INS A |
|-------|--|-------|
| fast | FB03 Link to ME23N | |
| | ⁷ Purchase order Edit Goto Environment System <u>H</u> elp SAP | |
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| | Low Value Purchase 2000120196 Created by Cathleen Ewing | |
| | Document overview on 📔 🌮 🖷 🕼 Print preview 🛛 Messages 🚹 🛃 Personal setting | |
| | Low Value Purchase 🗈 2000120196 Vendor 1009052 RELIABLE REPRODUC Doc. date 05/14/2007 | |
| | SItem A I Material Short text PO quantity O C Deliv. date Net price Curr P 1 F violet hanging file folders 2 BX D 05/15/2007 16.29 USD 1 1 F violet hanging file folders 2 BX D 05/15/2007 16.29 USD 1 1 F violet hanging file folders 2 BX D 05/15/2007 16.29 USD 1 1 F violet hanging file folders 2 BX D 05/15/2007 16.29 USD 1 1 F Violet hanging file folders 2 BX D 05/15/2007 16.29 USD 1 1 F F F F F F F F 1 F F F F F F F F F F | |
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| | IR-L 5105763439 1 06/19/2007 2 0 BX 32.58 USD | |
| | Tr./ev. Invoice receipt = 2 BX = 32.58 USD = | |



fast facts

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Sponsored Class

Salaries & Wages

Fringe Benefits

Sponsored Revenue

Administrative Salar

Supplies & Materials

G/L Account

JHEN/420101 SPONSORED REVENUE 900049182

JHEN/612001 SAL-ADM STAFF FT/PT 4800002858 JHEN/620001 FRINGE BEN EXP FT/PT 4800002858

JHEN/611001 SAL-FACULTY FT/PT

JHEN/632001 OTHER INST SUP

Screenshot FS911 в С F D Е G н ĸ M J. L Grant 9XXXXX MULTI-CENTER UVEITIS Sponsored Program 9XXXXXX MULTI-CENTER UVEITIS PI for Sponsored Pgm XXXX Smith, Joe Fiscal year/period May 2007

User Name PO Regnr Vendor

Reference doc Predecesso Parked by

r doc.

FI doc:

doc.number

4800002858

4800003013

900234149

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| Funds Center | JHEN/1602510000 |

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| 190049313 | # | # | # | # | Not assigned | # | 05/03/2007 | -\$ 1,819.14 |
|---------------------|------------|---|---------|---------------------|-----------------|---------------------|------------|--------------|
| 4752 | # | # | # | # | Not assigned | # | 05/10/2007 | \$ 666.66 |
| 4752 | # | # | # | # | Not assigned | # | 05/10/2007 | \$ 1,875.00 |
| 4752 | # | # | # | # | Not assigned | # | 05/10/2007 | \$ 838.75 |
| 5294 | # | # | # | # | Not assigned | # | 05/25/2007 | \$ 2,678.15 |
| 5105708820 | 2000119891 | # | MSMITH1 | 9 7007976 | OFFICE DEPOT BS | # | 05/17/2007 | \$ 45.60 |
| 5105710170 | P000119891 | # | MSMITH1 | 9 7007976 | OFFICE DEPOT BS | # | 05/18/2007 | \$ 15.20 |
| 5000721802 | 2000120196 | # | CBOSLEY | '1 *1 009052 | RELIABLE REPRO | I VIOLET HANGING FI | 05/16/2007 | \$ 32.58 |
| *1 000405178 | # | # | # | # | Not assigned | DUMMY LINE | 05/14/2007 | |
| | | | | | | HP MODEL C5023A | 05/14/2007 | |
| | | | | | - | HP MODEL C5024A | 05/14/2007 | |
| N11Q | 242 | | | | A | LID MODEL C5025A | 05/14/2007 | |
| OTTO | טדט | | | ~~~ | | C5026A | 05/14/2007 | |

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Item text

| | | | 01100 | 110 | | | | | LID MODEL C5025A | 05/14/2007 | | \$ 15.20 |
|----------------------|--------------------------------|--------------------|-------------------------|------------------|----------|-----|----------|----------------|--------------------|--------------|-------------|-----------|
| | | 500 | 01105 | 7 1 0 | | | 2000 | 112010 | - C5026A | 05/14/2007 | | \$ 15.20 |
| | | | | | | | 20001201 | | GING F | 1 05/14/2007 | | \$ 32.58 |
| | | | | | | | | | | 05/16/2007 | | -\$ 32.58 |
| | JHEN/640282 DELIVERY SERVICE | 1900196291 | *1 900196291 | + | CBOSLEY | + | 2039507 | FEDERAL EXPRES | # | 05/01/2007 | \$ 27.78 | |
| | | 1 900205632 | 1 900205632 | # | CBOSLEY1 | # | 2039507 | FEDERAL EXPRES | # | 05/01/2007 | \$ 7.56 | |
| | | 1 900205649 | 1 900205649 | # | CBOSLEY1 | # | 2039507 | FEDERAL EXPRES | # | 05/01/2007 | \$ 33.55 | |
| | | 1900205838 | 1900205838 | # | CBOSLEY1 | # | 2039507 | FEDERAL EXPRES | # | 05/01/2007 | \$ 45.55 | |
| Telecommunications | JHEN/641403 TELEPHONE NETWO | RK 100377611 | 100377611 | # | # | # | # | Not assigned | PEER1DEDICATED | 0 05/03/2007 | \$ 123.95 | |
| | | 100449945 | 100449945 | # | # | # | # | Not assigned | PEER1DEDICATED | 0 05/31/2007 | \$ 123.95 | |
| | | 1900215094 | 1900215094 | # | DNOVAKO | r # | 2004134 | CALLWAVE INC | # | 05/07/2007 | \$ 7.95 | |
| | | # | ⁷ 1900215094 | # | # | # | # | Not assigned | # | 05/07/2007 | | \$0.00 |
| | | | 1 900254357 | # | # | # | # | Not assigned | # | 05/29/2007 | | \$0.00 |
| Service Center | JHEN/921205 JHEN/921205 | # | 1400048991 | # | # | # | # | Not assigned | 96812 CLINICAL TRI | / 05/29/2007 | \$ 59.90 | |
| | JHEN/921225 JHEN/921225 | # | 1 400051359 | # | # | # | # | Not assigned | COPYPROGRAM | 05/31/2007 | \$ 186.75 | |
| | | | 1 400051360 | # | # | # | # | Not assigned | COPYPROGRAM(| 05/31/2007 | \$ 41.25 | |
| | | | 400051775 | # | # | # | # | Not assigned | COPYPROGRAM(| 05/31/2007 | \$ 311.50 | |
| | JHEN/921308 JHEN/921308 | # | 1 400048659 | # | # | # | # | Not assigned | SOFTWARE PURCH | - 05/23/2007 | \$ 5.50 | |
| | | | | | | | | - | SOFTWARE PURCH | - 05/23/2007 | \$ 30.00 | |
| Facilities & Admin C | JHEN/644001 FACILITIES & ADMIN | C 100378795 | 100378795 | # | # | # | # | Not assigned | # | 05/04/2007 | \$ 1,299.56 | |
| | | 100385645 | 100385645 | # | # | # | # | Not assigned | # | 05/08/2007 | \$ 108.03 | |
| | | 1 00388434 | 1 00388434 | # | # | # | # | Not assigned | # | 05/09/2007 | \$ 2,592.41 | |
| | | 100391269 | 1 00391269 | # | # | # | # | Not assigned | # | 05/10/2007 | \$ 17.64 | |

| Slid | e 36 | | JOHNS HOPKINS |
|------|---------------------------------------|--|--|
| | Where to look in R3 | FI Document Number | Document Type |
| fast | FB03 | 1xxxxxxx (9 digits) | Journal Upload, Pcard, Cost Transfer (primary GL's), Travel Adjustment, Year End Adjustment |
| / | | 15xxxxxxx (10 digits) | Recurring payment (such as a lease) |
| | | 16xxxxxxx (10 digits) | Accounts Receivable posting |
| | | 17xxxxxxx (10 digits) | Prepayments/ Vendor Credits |
| | | 19xxxxxxx (10 digits) | Payments to vendors, travel, refunds, check requests |
| | | 48xxxxxxx (10 digits) | Payroll |
| | | 49xxxxxxx (10 digits) | Supply Store |
| | | 50xxxxxxx (10 digits) | Goods receipt, Goods receipt for PO |
| | | 87xxxxxxx (10 digits) | Cash Journal (petty cash or deposits) |
| | | 89xxxxxxx (10 digits) | Credit Card Receipts |
| | Where to look in R3 | Reference Document Number | Document Type |
| | ME23N | 20xxxxxxxx (10 digits), PO Requisitioner is populated | Purchase Order |
| | - | 51xxxxxxx (10 digits) | PO Invoice Receipt |
| | FMX3 | 20xxxxxxx (10 digits), Created by is populated | Funds Reservation If the text says "Journal #xxxx", go to ZSGM_COST_TRANSFER and put in your journal # and press "display request" |
| | FMX3 | 70xxxxxxx (10 digits) | |
| | KSB5 or from Service Center Emails | 14xxxxxxx (10 digits) | Intra or Inter Entity transfers, Service Center charges, KB15 |

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| Slide 38 | | | | | 🖪 JOHNS HOPKINS 🛕 |
|----------------------------|---|---------------------|---|---|-------------------|
| fast facts | | | ME23N | | |
| ⊡ Purcha | ase order <u>E</u> dit <u>G</u> oto | Environr | nent S <u>y</u> stem <u>H</u> elp | | |
| Cre Dis | er purch, order Sh ate play/Cha <u>ng</u> e /e | nift+F5 F6 F7 | r 2000066385 |) (設一 約 泊 む 紀 Created by K essages 🚺 顑 Pe | imberley And |
| S <u>av</u> Che Exit | re and output eck : Sł | nift+F3 | 5 Vendor | 1007334 MOLECULA | R DEVICES Doc. o |
| | 1 K | G | enePix 4200AL Service | 1 | EA D 12/31/2007 |
| | | | 477 | | |
| Item | [1] GenePix Delivery Invoice | 4200AL Condi | Service Contract tions Account assig | nment Purchase o | rder history Tex |



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|---|----------------------------------|
| ME23N PO Info | |
| Purchase order Edit Goto Environment System Help | SAP |
| Solution Control Solution States and Solution | |
| Document overview on Document overview on Document overview on Document preview Document overview on Document preview Messages | g |
| Low Value Purchase 🗈 2000120196 Vendor 1009052 RELIABLE REPRODUC | Doc. date 05/14/2007 |
| Header Header | . date Net price Curr Per 🎹 |
| I F violet hanging file folders 2 BX D 05/1 | 5/2007 16.29USD 1 |
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| The Item [1] violet hanging file folders | |
| Delivery Invoice Conditions Account assignment Purchase order history | Texts Delivery addr |
| Text MyT Material Do Litem Posting Date Is Ouentity Delivery cost quantity OU In | a Amtin loc cur Licur Ia Otvin o |
| GR 101 5000721802 1 05/16/2007 2 0 BX | 32.58 USD |
| Tr./ev. Goods receipt • 2 BX IP.1 5105762420 1.06(10/2007 2 0.07 | 32.58 USD |
| Inversion Inversion Inversion Inversion | • 32.58 USD • |



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Funds Center JHEN/1602510000



Funds Reservations

| | | | | | | | | | | | | | _ |
|----------------------|---------------------------------|----------------------|------------------------|-------------|-----------|----------|------------|---------|------------------|-------------|--------------|----------------|-------------|
| | | | | | | | | | | | | Current Period | Current |
| | | FI doc: | Reference doc | Predecessor | Parked by | | _ | | | | | Revenue and | Period |
| Sponsored Class | G/L Account | doc.number | number | doc. | User Name | PO Regnr | Created by | Vendor | | ltem text | Posting date | Expense | Commitments |
| Sponsored Revenue | JHEN/420101 SPONSORED REVENU | F900049182 | 90049313 | # | # | # | JLEITH1 | # | Not assigned | # | 05/03/2007 | -\$ 1,819.14 | |
| Salaries & Wages | JHEN/611001 SAL-FACULTY FT/PT | 4800002858 | 4752 | # | # | # | HRAUTO | # | Not assigned | # | 05/10/2011 | 666.66 | |
| Administrative Salar | JHEN/612001 SAL-ADM STAFF FT/P | 4800002858 | 4752 | # | # | # | HRAUTO | # | Not assigned | # | 05/10/2007 | \$ 1,875.00 | |
| Fringe Benefits | JHEN/62000' FRINGE BEN EXP FT/P | 4800002858 | 4752 | # | # | # | HRAUTO | # | Not assigned | # | 05/10/2007 | \$ 838.75 | |
| Supplies & Materials | JHEN/632001 OTHER INST SUP | 1900234149 | 5105708820 | 2000119891 | # | MSMITH19 | PRSRVUSER | 1007976 | OFFICE DEPOT BSD | # | 05/17/2007 | \$ 45.60 | |
| | | 1900235911 | 5105710170 | 2000119891 | # | MSMITH19 | PRSRVUSER | 1007976 | OFFICE DEPOT BSD | # | 05/18/2007 | \$ 15.20 | |
| | | 5000118948 | 5000721802 | 2000120196 | # | CBOSLEY1 | PRSRVUSER | 1003052 | RELIABLE REPRODU | VIOLET HAN | 05/16/2007 | \$ 32.58 | |
| | | # | 2000120196 | 1000407467 | # | CBOSLEY1 | PRSRVUSER | 1003052 | RELIABLE REPRODU | VIOLET HAN | 05/14/2007 | | \$ 32.58 |
| | | | 1000407467 | # | # | # | PRSRVUSER | = # | Not assigned | VIOLET HAN | 05/14/2007 | | \$0.00 |
| | | _ | _ | | | | | | | | | | |
| | JHEN/632101 OTHER RESRCH SUP | 100387273 | 100387273 | # | # | # | FIAUTO | # | Not assigned | DISCOUNT I | 05/08/2007 | \$2,388.00 | |
| | | 100387297 | 100387297 | # | # | # | FIAUTO | # | Not assigned | DISCOUNT I | 05/08/2007 | \$ 150.00 | |
| | | 100332433 | 100332433 | 2000003296 | # | # | ATIEMAN1 | # | Not assigned | JUNE 2006 - | . 05/10/2007 | \$ 1,729.40 | |
| | JHEN/64028; DELIVERY SERVICE | 1900196291 | 1900196291 | # | CBOSLEY1 | # | SGRANT16 | 2039507 | FEDERAL EXPRESS | # | 05/01/2007 | \$ 27.78 | |
| | | 4900205632 | 1900205632 | # | CBOSLEY1 | # | LVALENT2 | 2039507 | FEDERAL EXPRESS | # | 05/01/2007 | \$ 7.56 | |
| | | M300205643 | 1900205649 | # | CBOSLEY1 | # | SGRANT16 | 2039507 | FEDERAL EXPRESS | # | 05/01/2007 | \$ 33.55 | |
| | | 1 900205838 | 1900205838 | # | CBOSLEY1 | # | SGRANT16 | 2039507 | FEDERAL EXPRESS | # | 05/01/2007 | \$ 45.55 | |
| | | # | 1900196291 | # | # | # | JFERRET1 | # | Not assigned | # | 05/01/2007 | | \$0.00 |
| | | | 1900205632 | # | # | # | JFERRET1 | # | Not assigned | # | 05/01/2007 | | \$0.00 |
| Telecommunications | JHEN/641403 TELEPHONE NETWORK | (*1 00377611 | ⁴ 100377611 | # | # | # | FIAUTO | # | Not assigned | PEER 1 DEDI | 05/03/2007 | \$ 123.35 | |
| | | 00449945 | 00449945 | # | # | # | FIAUTO | # | Not assigned | PEER 1 DEDI | 05/31/2007 | \$ 123.95 | |
| | | 1900215094 | 1900215094 | # | DNOWAKO | # | KHAWKIN2 | 2004134 | CALLWAVE INC | # | 05/07/2007 | \$ 7.95 | |
| | | # | 1900215094 | # | # | # | DNOWAK01 | # | Not assigned | # | 05/07/2007 | | \$0.00 |
| | | | 1900254357 | # | # | # | DNOWAK01 | # | Not assigned | # | 05/29/2007 | | \$0.00 |
| Service Center | JHEN/321205 JHEN/321205 | # | 400048991 | # | # | # | MELLIS1 | # | Not assigned | 96812 CLINI | 05/29/2007 | \$ 59,90 | |
| | JHEN/321225 JHEN/321225 | # | 400051359 | # | # | # | RBUKELI1 | # | Not assigned | COPY PROG | 05/31/2007 | \$ 186.75 | |
| | | | 400051360 | # | # | # | RBUKELI1 | # | Not assigned | COPY PROG | 05/31/2007 | \$ 41.25 | |
| | | | 400051775 | # | # | # | BBUKELI | # | Not assigned | COPY PROG | 05/31/2007 | \$ 311.50 | |
| | JHEN/321308 JHEN/321308 | # | 400048659 | # | # | # | BBUKELI | # | Not assigned | SOFTWARE | 05/23/2007 | t 5 50 | |
| | | | | | | | | | nes avegrea | COLLANDE | 0510210007 | ¢ 20.00 | |
| | | | | | | | | | | | | | |

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| | Where to look in R3 | FI Document Number | Document Type | | | |
|-----|---------------------------------------|--|--|--|--|--|
| ast | FB03 | 1xxxxxxx (9 digits) | Journal Upload, Pcard, Cost Transfer (primary GL's), Travel Adjustment, Year End Adjustment | | | |
| | | 15xxxxxxx (10 digits) | Recurring payment (such as a lease) | | | |
| | | 16xxxxxxx (10 digits) | Accounts Receivable posting | | | |
| | | 17xxxxxxx (10 digits) | Prepayments/ Vendor Credits | | | |
| | | 19xxxxxxx (10 digits) | Payments to vendors, travel, refunds, check requests | | | |
| | | 48xxxxxxx (10 digits) | Payroll | | | |
| | | 49xxxxxxx (10 digits) | Supply Store | | | |
| | | 50xxxxxxx (10 digits) | Goods receipt, Goods receipt for PO | | | |
| | | 87xxxxxxx (10 digits) | Cash Journal (petty cash or deposits) | | | |
| | | 89xxxxxxx (10 digits) | Credit Card Receipts | | | |
| | Where to look in R3 | Reference Document Number | Document Type | | | |
| | ME23N | 20xxxxxxx (10 digits), PO Requisitioner is populated | Purchase Order | | | |
| | _ | 51xxxxxxx (10 digits) | PO Invoice Receipt | | | |
| | FMX3 | 20xxxxxxx (10 digits), Created by is populated | Funds Reservation If the text says "Journal #xxxx", go to ZSGM_COST_TRANSFER and put in your journal # and press "display request" | | | |
| | FMX3 | /UXXXXXXXX (1U digits) | Funds Reservation | | | |
| | KSB5 or from Service Center Emails | 14xxxxxxx (10 digits) | Intra or Inter Entity transfers, Service Center charges, KB15 | | | |



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| Jast | FMX3 | |
| | Document Edit Goto System Help | |
| | Funds reservation: Display InitScrn | 1 |
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| ist | Journal Transfer Number | | | | | | | | | | |
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| Document number 2000003296 Posted Document Date Document type FR Funds Reservation Posting Date Company Code JHEN USD JOHNS HOPKINS ENTER Currency/rate Doc.text For Journal Transfer 0000000007427 Image: Currency/rate USD Grand total 1,754.57 | | | | | 05/08/20 05/08/20 USD |)07)07 | Find the Journal Transfer number and write it down. You'll be inputting it in another | | | | |
| | Line items | | | | | | | | | | |
| | D Overall amount 1 1,729.4 2 25.1 | | unt 729,40 | Original amount Text Fund | | | | nd 00000 | 3001 | Grant 907223 | |
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| | Basic Data | | | | | | | | | |
| | Journal Transfer ID 7427 Document Posted | | | | | | | | | |
| | Reason Code 02 G/L Account Code Error | | | | | | | | | |
| | Document Date 05/10/2007 Posting Date 05/10/2007 Posting Period 11 | | | | | | | | | |
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| | G/L Ac D/C Amount Cost Center Internal WBS Fund Grant Original SAP Document Number | SAP [| | | | | | | | |
| | 632101 Deb 🗈 1,729.40 90006729 90000000 907 300000072 | V | | | | | | | | |
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| 1 | EXPLANATION(If reason code "01.03" is selected, please provide additional explanation) | | | | | | | | | |
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| | EVEL ANATION FOR LATE TRANSFER (After 90 days from original transaction date) | | | | | | | | | |
| | SIP conversion did not transfer to an appropriate GL code | | | | | | | | | |
| | ioni conversion ara not cransier to an appropriate of code. | | | | | | | | | |



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| ist | facts | S | Scr | eer | nsł | 10 | t F | -S | 91 | [] | | | | |
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| | A | B C | D | E | F | G | Н | 1 | J | | К | L | M | N · |
| 1 2 3 4 5 6 7 8 9 | | · - · · · | | | | | | | | | Spon Pl for S Fis | Grant sored Program ponsored Pgm scal year/period Funds Center | 9XXXXX MULTI-CENTE 9XXXXXXX MULTI-CENTE XXXX Smith, Joe May 2007 011/2007 JHEN/16025100 Current | R UVEITIS R UVEITIS |
| | | | FI doc: | Reference doc | Predecesso | Parked by | | | | | | | Period (| Current Period |
| 10 | Sponsored Class | G/L Account | doc.number | number | r doc. | User Name | PO Regnr | Vendor | | | ltem text | Posting date | Revenue I | Commitments |
| 11 | Sponsored Revenue | JHEN/420101 SPONSORED REVENUE | 900049182 | 90049313 | # | # | # | # | Not assigne | d | # | 05/03/2007 | -\$ 1,819.14 | |
| 12 | Salaries & Wages | JHEN/611001 SAL-FACULTY FT/PT | 4800002858 | 4752 | # | # | # | # | Not assigne | d | # | 05/10/2007 | \$ 666.66 | |
| 13 | Administrative Salar | JHEN/612001 SAL-ADM STAFF FT/P1 | Г 4800002858 | 4752 | # | # | # | # | Not assigne | d | # | 05/10/2007 | \$ 1,875.00 | |
| 14 | Fringe Benefits | JHEN/620001 FRINGE BEN EXP FT/P | T 4800002858 | 4752 | # | # | # | # | Not assigne | d | # | 05/10/2007 | \$ 838.75 | |
| 15 | | | 4800003013 | 5294 | # | # | # | # | Not assigne | d | # | 05/25/2007 | \$ 2,678.15 | |
| 16 | Supplies & Materials | JHEN/632001 OTHER INST SUP | 1900234149 | 5105708820 | 2000119891 | # | MSMITH19 | 1007976 | OFFICE DEI | POTIBS | # | 05/17/2007 | \$ 45.60 | |
| 17 | | | 1900235911 | 5105710170 | 2000119891 | # | MSMITH19 | 1007976 | OFFICE DEI | POTIBS | # | 05/18/2007 | \$ 15.20 | |
| 18 | | | 5000118948 | 5000721802 | 2000120196 | # | CBOSLEY1 | 1009052 | RELIABLE F | REPROI | VIOLET HANGING FI | 05/16/2007 | \$ 32.58 | |
| 19 | | | # | 1000405178 | # | # | # | # | Not assigne | d | DUMMY LINE | 05/14/2007 | | -\$ 45.60 |
| 20 | | | | | | | | | | | HP MODEL C5023A | 05/14/2007 | | \$0.00 |
| 21 | | | | | | | | | | | HP MODEL C5024A | 05/14/2007 | | \$ 15.20 |
| 22 | | | | | | | | | | | HP MODEL C5025A | 05/14/2007 | | \$ 15.20 |
| 23 | | | | | | | | | | | HP MODEL C5026A | 05/14/2007 | | \$ 15.20 |
| 24 | | | | 2000120196 | 1000407467 | • 1/ | CBOSLEYI | 1009052 | RELIABLE F | REPROI | VIOLET HANGING FI | 05/14/2007 | | \$ 32.58 |
| 25 | | | | Receivered | | | | | | | | 05/16/2007 | | -\$ 32.58 |
| 26 | | JHEIM640282 DELIVERY SERVICE | 1900196291 | 1900196291 5 000005000 | | CBUSLEYI | # | 2033507 | FEDERALE | XPRES | # | 05/01/2007 | \$ 27.78 | |
| 27 | | | 1300205632 M000205640 | M900205632 | # 1 | CBOSLETI | # | 2033007 P029507 | | VDDEC | # # | 05/01/2007 | \$ 7.56 | |
| 20 | | | 1300203843 | 1 900205843 | # | CBOSLETT | | 2033301 | FEDERALE | YPBEC | # | 05/01/2007 | \$ 33.00 # 45 55 | |
| 30 | Telecommunications | JHEN/641403 TELEPHONE NETWORK | 100327611 | 100377611 | # | 4 4 0 0 | 0040 | ~ ~ 4 | | d | " PEEB 1 DEDICATED | 05/03/2007 | \$ 122.95 | |
| 31 | | | 100449945 | 100449945 | # | 1400 | JU48' | 99I | he | đ | PEER 1 DEDICATED | 05/31/2007 | \$ 123.95 | |
| 32 | | | 1900215094 | 1900215094 | # | | | | /E | INC | # | 05/07/2007 | \$ 7.95 | |
| 33 | | | # | 1900215094 | # | # | # | # | Not assigne | d | # | 05/07/2007 | * 1.00 | \$0.00 |
| 34 | | | _ | 900254357 | # | # | # | # | Not assigne | d | # | 05/29/2007 | | \$0.00 |
| 35 | Service Center | JHEN/921205 JHEN/921205 | # | 1400048991 | # | # | # | # | Not assigne | d | 96812 CLINICAL TRIA | 05/29/2007 | \$ 59,90 | |
| 36 | 1 | JHEN/921225 JHEN/921225 | # | 1400051355 | # | # | # | # | Not assigne | d | COPY PROGRAM C | 05/31/2007 | \$ 186.75 | |
| 37 | 1 | | | *14 00051360 | # | # | # | # | Not assigne | d | COPY PROGRAM C | 05/31/2007 | \$ 41.25 | |
| 38 | 1 | | | 1400051775 | # | # | # | # | Not assigne | d | COPY PROGRAM C | 05/31/2007 | \$ 311.50 | |
| 39 | | JHEN/921308 JHEN/921308 | # | 1 400048659 | # | # | # | # | Not assigne | d | SOFTWARE PURCH | 05/23/2007 | \$ 5.50 | |
| 40 | | | | | | | | | | | SOFTWARE PURCH | 05/23/2007 | \$ 30.00 | |
| 41 | Facilities & Admin C | JHEN/644001 FACILITIES & ADMINIC | 100378795 | 100378795 | # | # | # | # | Not assigne | d | # | 05/04/2007 | \$ 1,299.56 | |
| 42 | | | 100385645 | 100385645 | # | # | # | # | Not assigne | d | # | 05/08/2007 | \$ 108.03 | |
| 43 | | | 100388434 | 100388434 | # | # | # | # | Not assigne | d | # | 05/09/2007 | \$ 2,592.41 | |
| 44 | | | 100391269 | 100391269 | # | # | # | # | Not assigne | d | # | 05/10/2007 | \$ 17.64 | |
| 45 | | | 100394919 | 100394919 | # | # | # | # | Not assigne | d | # | 05/11/2007 | \$ 3,260.70 | |

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| Where to look in D2 | | El Dooumont Number | De cument Tranc | | | |
|---------------------|---------------------------------------|---|---|--|--|--|
| act | | | | | | |
| | FB03 | 1xxxxxxx (9 digits) | Journal Upload, Pcard, Cost Transfer (primary GL's), Travel Adjustment, Year End Adjustment | | | |
| - | | 15xxxxxxx (10 digits) | Recurring payment (such as a lease) | | | |
| | | 16xxxxxxx (10 digits) | Accounts Receivable posting | | | |
| | | 17xxxxxxx (10 digits) | Prepayments/ Vendor Credits | | | |
| | | 19xxxxxxx (10 digits) | Payments to vendors, travel, refunds, check requests | | | |
| | | 48xxxxxxx (10 digits) | Payroll | | | |
| | | 49xxxxxxx (10 digits) | Supply Store | | | |
| | | 50xxxxxxx (10 digits) | Goods receipt, Goods receipt for PO | | | |
| | | 87xxxxxxx (10 digits) | Cash Journal (petty cash or deposits) | | | |
| | | 89xxxxxxx (10 digits) | Credit Card Receipts | | | |
| | Where to look in R3 | Reference Document Number | Document Type | | | |
| | ME23N | 20xxxxxxx (10 digits), PO Requisitioner is populated | Purchase Order | | | |
| | | 51xxxxxxx (10 digits) | PO Invoice Receipt | | | |
| | FMX3 | 20xxxxxxx (10 digits), Created by is populated | Funds Reservation If the text says "Journal #xxxx", go to ZSGM_COST_TRANSFER and put in your journal # and press "display request" Funds Reservation | | | |
| | FMX3 | 70xxxxxxx (10 digits) | | | | |
| | KSB5 or from Service Center Emails | 14xxxxxxx (10 digits) | Intra or Inter Entity transfers, Service Center charges, KB15 | | | |

| Slide 53 | JOHNS HOPKINS A |
|--|--------------------------------|
| fust facts | KSB5 |
| Image: Menu Edit Eavoritus Extras System Image: KSB5 Image: Menu Edit Eavoritus Extras System | <u>H</u> elp SA ⓒ ⓒ ⓒ 및 ⊒ |
| SAP Easy Access - User r SAP Easy Access - User r Favorites User menu for Shannon Towner C CO-Display FM-BCS Business Area Approver | nenu for Shannon Towner |
| FM-BCS Initiator FM - Display FM Master Data GL-Non-Payroll Cost Transfer Appl GL-Finance Report Viewer GL - Special display role for FMDE PS-Display | over RIVE and FMDER |
| | |

IN JOHNS HOPKINS A



🖪 JOHNS HOPKINS 🏔 Slide 55 fast facts **KB5N-Transfer Detail** C Goto Settings Edit Extras Environment System List <u>H</u>elp 😋 🚱 😒 | 🚨 🛗 🔛 🛍 🏝 🏝 🕰 | 🛒 🔊 📑 Ø 🔊 🗋 Display Actual Cost Documents 🕄 Document 🛛 🗞 Master Record 🛛 😭 7 89 Σ 1 2 6 Layout 1SAP Primary cost posting COarea currency USD USD A DocuentNo Doc. Date Document Header Text RT RefDocNo User Rev RvD PRw Ty Object Value COCurr CO object name Cost Elem. Cost element name 140048991 05/29/2007 101PrintingSvcs Chas 0507 MELLIS1 Ð 1 TR 1010405556 PRINTING SERVICES 921205 PRINTING SERVICE 60.00-2 TR 1300460001 RSC-OPS 921205 PRINTING SERVICE 60.00 921205 336.25-3 TR 1010405556 PRINTING SERVICES PRINTING SERVICE 921205 336.25 4 TR 1100570002 ADMISSIONS NP PRINTING SERVICE 921205 PRINTING SERVICE 1,218.61-5 TR 1010405556 PRINTING SERVICES 6 TR 1010061500 STATUS OF WOMEN 921205 PRINTING SERVICE 1,218.61 7 TR 1010405556 PRINTING SERVICES 921205 PRINTING SERVICE 300.00-8 TR 1255350006 PRINTING SERVICE 300 00 NURSING PROGRAMS 921205