



JOHNS HOPKINS
MEDICINE

JHHS SAP Training

SAP Term Definitions for End Users

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	Term	Definition
A	Accounts Payable (AP)	Monies owed to external parties (Vendors) for products and services purchased, but not yet paid. Also the name of the Shared Services Center which manages Hopkins Accounts Payables. Members of this Shared Services Center enter, track, manage, and pay Invoices received by external Vendors.
	Accounts Receivable (AR)	Monies owed to Hopkins by external parties (customers). This is also the name of the Shared Services Center which manages Hopkins Accounts Receivables (AR). Members of this Shared Services Center enter, send, manage, track and collect on Invoices to customers. Note: Patient Billing and Student Billing are not managed in SAP and are not processed by the AR Shared Services Center.
	Allocation	<p>The process of distributing the accounting of money from one Cost Object (such as a Cost Center or Internal Order) to one or more other Cost Objects. This accounting process within Johns Hopkins SAP may be initiated if one department pays a bill (such as for utilities or cleaning services), and needs to distribute portions of bill amount to other departments.</p> <p>Two primary SAP Transactions to perform Allocations at the departmental level are Non-payroll Cost Transfer and Unit Cost Maintenance (EForm). For cross-entity transfers (between Health System and University Cost Object), the information is entered on a KB15 form by a department, and then entered into SAP by the Accounts Receivable Shared Services Center.</p>
	Approver	An individual with the responsibility and ability to approve or reject such Transactions as payments, charges, transfers, purchases, payroll changes... Also the name of the type of SAP Role which enables this function. Approver Roles are generally named for the type of Transaction they are enabled to Approve, such as the Roles, Online Payment Approver and Shopping Cart Approver. Additional criteria, such Workflow assignments, and Organizational Unit Security for HR Transactions, affect which Approvers receive and can process which Transactions.
	Asset	Property with a cash value, such as real estate, equipment, savings, and investments. Frequently, such property is only defined as an Asset, if it is worth a minimum amount of money, and/or will be held over an extended period of time: a long-term, tangible item, such as Project or building parts, equipment, large furniture, which are held for business use and not expected to be converted to cash in the current or coming Fiscal Year.
	Asset Accounting	Managing, overseeing and providing detailed reporting on enterprise-wide Assets. Also the name of the SAP Module which provides the functions to manage, oversee, and report on the details of Assets through their entire "life cycle," from Purchase Order, depreciation, to disposition. The Asset Accounting Module is a subsidiary to the General Ledger.
	B	Bargaining Unit

BCS-Financial Statements	Budget Control Systems Financial Statements. This is a type of BW (Business Warehouse) reporting which falls under Finance - Funds Management in the BW menu. These reports are broken into categories of JHU (Johns Hopkins University), JHHS (Johns Hopkins Health System), and JHM (Johns Hopkins Medicine -- which combines JHHS and the JHU School of Medicine). Budget Control Systems is a component of the Funds Management Module designed to provide budgetary monitoring and control of operations, income, expenditures, based on the performance of any budgeted area, and allow monitoring the availability of Funds.
Benefits	Financial or financially-based resources provided to employees in addition to their wage, such as contributions to health insurance or retirement accounts, helping fund education for employees and their family members, health and wellness programs, career and professional development support. Benefits are managed and represented by local HR (Human Resources) representatives and managers, as well as the main HR Shared Services http://ssc.jhmi.edu/humanresources and the Health System HR Service Center www.hopkinsmedicine.org/jhhr/ .
Budget Control System (BCS)	In Funds Management, SAP functionality to support budget planning and budget execution. BCS monitors budget transfers, supplements, returns, and the availability of Funds. BCS is SAP's strategic budgeting tool which allows extensive customization. Budget changes are entered and approved, and are posted in SAP as budget change documents.
Business Area (BA)	A high-level hierarchical grouping of organizations within Johns Hopkins. Business Areas are designated by a three-digit number. Business Areas for Johns Hopkins University fall primarily within the range 100 – 299 (including the School of Medicine 170). Business Areas for the Johns Hopkins Bayview Medical Center fall within the range 400 – 430. The Business Areas for Broadway Medical Management Corporation fall within the range 460 – 475. The Business Area for Johns Hopkins Hospital is 480; for Johns Hopkins Community Physicians, 440; Johns Hopkins Hospital Women's Board 490 – 495; Howard County General Hospital 500 - 501; Johns Hopkins International 520 – 525; Johns Hopkins Home Care Group, Inc. 530 – 545; Johns Hopkins Healthcare Consolidated 550 - 580; JHMI Utilities 585, Dome Corporation 800 – 835, Other Entities 900 +. The Business Area is reflected in first three digits of the Cost Centers of the organizations / departments that fall within the Business Area. For example, a Cost Center beginning with 170 is of the Business Area 170, which is a primary Business Area of the Johns Hopkins School of Medicine.
Business Warehouse (BW)	Business Warehouse (BW) is the SAP reporting system adopted by Johns Hopkins to provide detail and summary information on the Hopkins business done within SAP. BW reporting is extensive, with hundreds of reports designed for specific business needs. BW reports are available through the Johns Hopkins SAP Web Portal (WebGUI) based on SAP Roles assigned to individual users, and limited by Security assigned to those users. Reports include financial, Controlling, Funds, Grants, expenses, inventory, Human Resources, Assets.
BW	See Business Warehouse.
Capital Expenditures	The money paid for an Asset (land, building, equipment), including the amount required to make that Asset ready to fulfill its purpose. This includes any additional costs of modifications, attachments, accessories, or supporting apparatus required to make it fully operational. Capital Expenditures should be made and approved through the CAPP, Capital Expenditures Purchase Order, Shopping Cart, in keeping with the guidelines provided by the Fixed Assets and Supply Chain Shared Services Centers.

C

Cash Account	An account with readily available Funds, such as actual cash, or a bank account with current and short-term deposits. This is also the General Ledger (GL) Account associated with Accounts Receivable Invoices posted (Invoices paid to Hopkins by our customers).
Cash Journal	(Corporate Finance Management) A business Transaction that manages cash Transactions. Johns Hopkins SAP Cash Journals each have a unique digit to represent a Petty Cash Account.
Cash Management	Forecasting, maintaining, managing cash (liquid Funds) necessary to meet daily obligations
Cash Receipts	In specific circumstances, cash may be received by a department which has been established within SAP as a potential recipient of cash. Such receipts are recorded in the Cash Journal, deposited in the designated bank account, and recorded in the Cash Payment tab.
CATS	See Cross Application Time Sheet (CATS).
Commitment	An accounting entry which specifies that funds are "committed" to be spent. Similar to an Encumbrance. In the accounting practiced by the University, when a Transaction is initiated which will -- when fulfilled -- deduct Funds from a Cost Object (In Funds Management, a Funds Center or Funded Program), the amount of Funds required to fulfill that Transaction is often set aside in the form of a Commitment. When the Transaction is completed, and the amount actually deducted from the Cost Object, the Commitment is released. If the Transaction is never completed, that "Commitment" will remain until released.
Commitment Item	In the Johns Hopkins SAP Funds Management (FM) Module, represents classifications of revenue, expense, liabilities, Assets, and balance sheet classifications. These match GL Accounts in the Controlling (CO) Module, and Sponsored Classes in Grants Management (GM).
Confirmation	Confirming that a purchase made by Purchase Order (which is initiated by Shopping Cart) has been received. This is also known as a "Goods Receipt." A confirmation may be entered into SAP by the Shopping Cart Requisitioner who ordered an item, or items, in a Shopping Cart. A Confirmation may be entered by another SAP User with the Central Receiving Role. This Confirmation is part of the "three-way match." This "three-way match, of Purchase Order, Goods Receipt (Confirmation), and Invoice, are required for a Vendor to be paid for the items purchased with Shopping Cart. Automatic confirmations are entered by the SAP system for a small number of Vendors, including Office Depot.
Controlling	In accounting terms, an organization's tracking, analysis, and management of the flow of cost and revenue (actuals). In Johns Hopkins SAP, the Controlling (CO) Module is a financial and accounting system which provides detailed current information of actual revenues and costs for the purpose of planning, reporting, and monitoring of operations. It is based on the GAAP basis of accounting. The Controlling Module is used primarily by Johns Hopkins Health System.
Cost Accounting	Method of accounting to record, define, report, manage, and plan for the financial costs of specific operations within the larger organization. This type of accounting allows financial managers to allocate current and/or predicted operational costs. Cost Accounting supports decision making towards future operations. This is also a central SAP Role within the Controlling Module.

Cost Center	<p>Cost Centers were known as "budgets," or "general accounts," prior to Johns Hopkins SAP. Cost Centers comprise larger areas of funds, revenues, and expenditures for departments, functional areas, or noncapital projects within a department or functional area. A Cost Center is designated by a 10-digit number: the first three digits match those of the Business Area (for example, 480 for Johns Hopkins Hospital and 170 for Johns Hopkins University's School of Medicine). In Johns Hopkins University, Cost Centers are often broken out to more detailed and limited areas of costs and funding in the form of Internal Orders, each hierarchically under a "responsible Cost Center." Cost Centers are one of the primary account types within the Controlling Module (CO), and collect revenue and expenses only (actuals). For Johns Hopkins University budgeting purposes, the same budgetary area can be seen as a Funds Center in the Funds Management Module.</p>
Cost Elements	<p>An accounting category in the Controlling Module (CO) which signifies a category of revenue, expense, Asset, or liability. It matches exactly the GL Account code in the Financial Accounting Module, and the Commitment Item in the Funds Management Module. "Primary" Cost Elements correlate to GL expense and revenue accounts. "Secondary" Cost Elements are used for internal cost Allocations within CO.</p>
Cost Object	<p>A type of account to designated to record "costs" of a specified area of funding. The primary types of Cost Objects used for procurement and financial Transactions are Cost Centers, Internal Orders, and Work Breakdown Structure Elements (WBSE). Each of the SAP accounting Modules has different types of Cost Objects. The Controlling Module (CO) includes Cost Centers (large budgetary areas), and Internal Orders (hierarchically beneath Cost Centers). The Project Systems Module (PS) has the WBSE. The Funds Management Module (FM) has Funds Centers and Funded Programs, which match exactly the budget areas of CO's Cost Centers and Internal Orders. However, the different Modules operate on accounting methodologies specific to their purpose, and include or exclude accounting elements (such as encumbrances) accordingly. The Cost Center (CO) is a 1:1 match with a Funds Center (FM). An Internal Order is a 1:1 match with a Funded Program (FM); a Sponsored Program (Grants Management Module) if funded by a Grant Award; and WBSE, if formally designated for a capital project.</p>
Cost Transfers	<p>A process in SAP in which Funds are moved from one Cost Assignment (budget area) to another. Two primary Transactions which are used are Non-Payroll Cost Transfer and Payroll Cost Transfer. Cost Transfers between Cost Assignments just within the Johns Hopkins University, or just within the Johns Hopkins Health System (intra-entity), can be managed through these SAP Transactions. Funds being transferred between the University and Health System require additional processing and must be handled centrally. (See Allocations)</p>
Cross Application Time Sheet (CATS)	<p>An SAP Transaction for recording worked time for many hourly, Bargaining Unit, and bi-weekly (rather than bi-monthly) paid employees.</p>

D

E

Derivation	In Johns Hopkins SAP, the system automatically filling in a characteristic of an item based on another characteristic. For example, when a Cost Center or Internal Order is entered for a Vendor Invoice, the system automatically fills in the Business Area, Fund, and Fund Area if only one possible entry exists. The term "Derivation" is based on the word, "derive," in which the source of something is known based on other characteristics.
Display Name	The descriptive name for an SAP Transaction which is displayed by SAP. This is usually shown in a link or button which can be clicked to initiate that Transaction, either from a main menu, or from within an associated Transaction. For example, the Display Names of the Transactions associated with "Park Incoming Invoices" are listed as links across the top of that Transaction display within the Web GUI, and listed as menu items beneath the AP Electronic Check Request (Online Payment) Role in the SAP Easy Access menu.
Earmark	Funding that has been reserved for a specific use. This is primarily concerning accounting processes for Johns Hopkins University. Earmarks can occur when a Transaction is initiated, but not completed: the funds are at that point being held to fulfill the initiated Transaction.
eForm	Transaction in SAP by which to request a payroll cost distribution change. This is a process to charge an employee's salary by percentage and time frame to Cost Centers or Internal Orders which have accepted responsibility for a portion of an employee's salary. The distribution, and the time period of distribution, are most often based on Grant Awards and Grant Award periods. An eForm is entered by an employee with the SAP Role Unit Cost Maintenance Initiator in the same Cost Center approval area as the employee whose salary is to be redistributed. An eForm is approved by a Unit Cost Maintenance Approver in the same Cost Center approval area. The Transaction Code of the eForm is ZHPA_EFORM.
End User Role	The SAP End User Role is assigned to all Positions which have SAP access. It allows the employee assigned to the Position to access SAP, and receive and view Business Workplace (Inbox and outbox) items. It also includes some baseline display Transactions, such as ZZWF_SU01D: "Display Position by Role Assignment," and ZZWF_USERAGENTS: "Get WF Agents from Responsibilities."
Fiscal Year (FY)	A 12 month year that represents the business cycle of an organization. Johns Hopkins' Fiscal Year is offset from the regular "calendar" year by six months. The Hopkins Fiscal Year is July 1 of one year to June 30 of the following. July 1, 2009 to June 30, 2010 is the 2010 Fiscal Year (FY10). The Fiscal Year is always numbered for the calendar year in which it ends. The Period within any Fiscal Year is the sequential numbering of months from the first month of the Fiscal Year. Therefore, FY10, Period 001 is June, 2009. FY10, Period 002 is July 2009.
FM Budget	Funds Management Budget. The FM Budget is a budgetary basis of accounting more closely aligned with JHU. It includes items like inventory and Asset purchases showing as a use of Funds. Fund Accounting tracks activity by source of Funds (e.g. Operating Funds, Restricted Gift Funds, Sponsored Funds).
Fund	Money set aside for a specific purpose. In SAP, designated by a 10-digit number, according to the type of purpose. A Fund can designate a specific purpose, or simply "Operating Funds," for the ongoing business of a department or Project.

F

G

Fund Accounting	An accounting methodology which tracks activity by source and/or purpose of Funds (e.g. Operating Funds, Restricted Gift Funds, Sponsored Funds). It is used by nonprofit and governmental organizations, in which there may be multiple General Ledgers.
Funded Program	Within the Funds Management component of Johns Hopkins SAP, a Funded Program is used for detailed budgeting and expenditure control of temporary, discrete groups of activities. It is at the same accounting level as an Internal Order in the Controlling Module, and a Sponsored Program in the Grants Management Module.
Funded Program Group	Groupings of like Funded Programs as well as management defined combinations of organizational activities.
Funds Center	Represents an Organizational Unit responsible for budgetary monitoring and reporting that collects revenues and costs.
Funds Management	Funds Management (FM) is a component of the FI (Finance) Module of Johns Hopkins SAP. It uses a budgetary basis of accounting, which allows for planned income and expenses over time. Funds Management allows for budgeting of all revenues and expenditures for individual areas of responsibility. It enables controlling of future Funds movements according to the distributed budget, as well as preventing the budget from being exceeded. The Funds Management Module is used by the Johns Hopkins University.
GAAP	Generally Accepted Accounting Principles: a set of accounting rules used to standardize the preparation, presentation, and reporting of financial statements in the United States.
GAAP Budget	The GAAP Budget is full accrual accounting, in which income and expenses are recorded as they occur, regardless of whether or not Funds have actually been received or expended. The Johns Hopkins Health System uses primarily GAAP accounting. The Controlling (CO) Module of SAP supports GAAP Budget accounting.
General Ledger (GL)	A balanced set of books for accounting and reporting all of the Johns Hopkins financial Transactions. The basis of accounting for this ledger is full accrual basis of accounting. This accounting types means that revenues are recognized when goods or services are sold, not when money is actually received, and expenses are recognized when they are incurred, not when they are paid. The General Ledger is based on GAAP (Generally Accepted Accounting Principles), a widely used set of principles, standards and procedures for financial accounting. The General Ledger includes all financial Transactions that are posted in any of the Modules or sub-ledgers within the system.
GL Account	A categorization within SAP to signify a specific category of expense, revenue, Asset, or liability. The GL Account code assigned controls how posting will be made to the account. Before Johns Hopkins SAP, these were known as "object codes." The GL Account is part of the FI ledger in SAP. Because Johns Hopkins SAP uses several different accounting systems, this same account code is known as a "Commitment Item" in the FM ledger, and a Cost Element in the CO ledger. GL Account codes are six digits long. GL Account codes for expenses begin with the number 6, and for revenues begin with the number 4.

H

Goods Receipt	Confirming that "goods" have been "received" which were ordered by Purchase Order (which is initiated by a Shopping Cart). This is also known as a "Confirmation." A Goods Receipt is made by a Shopping Cart Requisitioner, or an SAP User with another Purchasing Role, within Johns Hopkins SAP. The Goods Receipt is one-third of the "three-way match" required for Vendor Invoices to be paid. (Purchase Order, Goods Receipt, Invoice)
Grant	A dedication / gift of funds provided for a specified purpose by an outside funder, to support activities, such as research, care giving, education, development... which will benefit a larger group than just the organization / individual providing the Grant. Each Grant has specifications as to how and when its Funds can be spent. Grants received from Federal funders, such as the National Institutes of Health, have very strict guidelines of how Funds can be spent, and how expenses and activities must be recorded and reported back to the granting organization.
Grant Award	Formal communication of the funds, purposes, requirements and timeframes which are / will be provided in a Grant.
Grants Management (GM)	The Johns Hopkins SAP Module designed to manage accounting of Sponsored Projects (areas of endeavor funded by external sources supporting research or services benefiting more than just the funder)
GUI Role	The SAP Role which enables SAP Users to access the SAP Graphical User Interface (GUI) directly on their desktop or laptop computer (once the software is installed). This term usually applies to the WinGUI (Windows Graphical User Interface) which is software on an individual computer which connects directly to the main SAP system via a network. Additionally, there is the Web GUI (Web Graphical User Interface) which can be accessed within the SAP Portal page which displays when a User first logs onto the initial Johns Hopkins SAP site, and the Mac OS GUI (Graphical User Interface for Macintosh Computers).
HR	Human Resources. In Johns Hopkins SAP, HR is one of the primary Modules adopted. It is within this Module that employee personal and Position-related information is stored and updated. HR (Human Resources) is also one of the Shared Services Centers in which most employee and Position information is created and maintained.
HS	Health System?
HSPM	?
Inbox	In SAP, the Inbox is part of the R/3 system. It functions similarly to an email Inbox, but receives messages routed directly through SAP R/3. Approvers receive messages requesting approval / rejection of R/3 Transactions. SAP Users initiating such R/3 Transactions as Online Payments, Travel and Business Expense Reimbursement Request, Eforms, and Journal Transfers can view these submissions and their outcome through the Outbox portion of the Inbox. The R/3 Inbox can be accessed via the R/3 Inbox tab in the portal, or by clicking the Inbox icon in the SAP Easy Access Menu (for R/3 Enterprise Users).
Infotype	In the Human Resources (HR) Module, a logical grouping of personnel record types with similar characteristics. For example, Infotype 0001 is Employee Group. Other Infotypes include information on pay, Benefits, SAP Roles and relationships. Many Infotypes have multiple 'sub-Types' with more extensive information. For example, IT0105, the "Communications" Infotype, includes its Subtype 0010: "Email."

I

Internal Order (IO)	<p>A focused type of account ("cost object") to record and track funds for a Project, a Gift Fund, a Grant, a period of a Grant, specific operations of a department....</p> <p>Internal Orders are hierarchically one level below Cost Centers, providing a more defined and limited tracking of costs and business Transactions than the larger Cost Centers. Internal Orders fall under "responsible Cost Centers," at which much of financial responsibility and workflow is assigned. Multiple Internal Orders may share a single responsible Cost Center. In the ongoing department-based accounting, Internal Orders are used primarily by University departments, but not all University departments use them.</p>
Internal Service Request (ISR)	<p>In Johns Hopkins SAP, an Internal Service Request (ISR) is used to provide and update personnel information. An ISR is initiated to request that a new employee's information and status be entered into the Human Resources (HR) Module of SAP. An ISR is used to hire an employee into a specific Position. An ISR is submitted to create, copy, or modify a Position. For Johns Hopkins University employees and Positions, an ISR is entered by an ISR initiator within Johns Hopkins SAP. For Johns Hopkins Health System employees and Organizational Units, an ISR is initiated by ISR Central, after that department receives an ISR Lite by an authorized requester. ISRs for Bayview and Community Physicians are processed by those organizations. ISRs have at least one approval required, and frequently two. ISRs are completed by the HR Shared Services Center in which the data is entered directly into an employee, Position, or Organizational Unit's record in SAP.</p>
Inventory Management (IM)	<p>The management (planning, recording and tracking) of stocks of materials on both a quantity and a value basis. Planning, entering and documenting all stock movements (Goods Receipts, goods issues, physical stock transfers, transfer postings). Carrying out the physical inventory (stocktaking). In Johns Hopkins SAP, Inventory Management and Warehouse Management are separate recording areas, although the processes and functions are often similar. Much of the recording is done in individual inventory and warehouse areas, as well as within the Supply Chain Shared Services.</p>
Invoice	<p>The paper or electronic bill presented by a Vendor for payment for goods or services listing the specific items provided. Invoices which are for items purchased by a Purchase Order (PO) are sent directly to Accounts Payable (AP), where they are entered, and automatically paid when they match the initiating Purchase Order and the Confirmations that verify that the goods or services were received (3-way match). Invoices for items not purchased by Purchase Order are entered directly by individual departments through the Online Payment (Check Request) SAP Transaction, but can only be for items which are included in the PO Exceptions List as provided by AP.</p>
ISR	<p>See "Internal Service Request."</p>
ISR Central	<p>This is the central JHHS office where ISRs (See Internal Service Requests) are entered for Johns Hopkins Health System employees and Organizational Units. Employees who have authorization to enter personnel or Organizational Unit requests for Health System employees or Organizational Units, fill out an "ISR Lite" (a non SAP form) and forward that to ISR Central, where it is entered, validated, and approved (if validated), and then forwarded to Human Resources (HR) Shared Services for final processing and entry into SAP.</p>

J

K
L
M
N
O

JHHS	Johns Hopkins Health System. The full Johns Hopkins Enterprise (JHEN) is comprised of both The Johns Hopkins Health System and The Johns Hopkins University. The Johns Hopkins Health System includes multiple health system organizations, including The Johns Hopkins Hospital, Johns Hopkins Bayview, Johns Hopkins Community Physicians, Johns Hopkins Health Care, and Johns Hopkins Home Care. Johns Hopkins Health System is a rapidly growing and adapting organization achieving international recognition for patient care, innovation, and successful outreach to the community.
JHU	Johns Hopkins University. The full Johns Hopkins Enterprise (JHEN) is comprised of both The Johns Hopkins University and The Johns Hopkins Health System. All Johns Hopkins schools fall within Johns Hopkins University, including the School of Medicine, School of Public Health, School of Engineering, and School of Arts and Sciences. Johns Hopkins University includes many organizations which enhance academic functions with supportive endeavors such as philanthropy, medical and health services, research and humanitarian institutes, and knowledge-based global services.
Job	In Johns Hopkins SAP, a general classification of tasks that are common to a group of Positions. Job attributes are used for Equal Employment Opportunity (EEO) reporting.
Johns Hopkins SAP	See "SAP"
Labor Distribution	How an employee's salary is "distributed" among different Cost Assignments. This is primarily used to allocate the salaries of Johns Hopkins University employees working within programs and Projects which are Funded by Grant Funds (Sponsored Projects). The SAP Transaction used to allocate employee salary percentages is "Unit Cost Maintenance," or "eForm."
Master Data	This is the key information required for Johns Hopkins SAP to process Johns Hopkins Transactions. There is Master Data for employees, Vendors, materials, finance, Sponsored Projects. Master Data supports Transactional processes and operations, and is most often not changed by normal Transactions. For example, each element of a Vendor's address is part of Master Data, as are the elements of the items which Hopkins purchases That Master Data does not change when a purchase or Invoice is entered for that Vendor.
NetWeaver	SAP NetWeaver is the technical foundation of SAP. It is a web-based application structure which can include, integrate and operate an almost endless variety and number of software and hardware applications and systems. The Johns Hopkins SAP system is based on the NetWeaver.
Non-Payroll Revenue	?
Non-Sponsored	This is just a term for funds and programs which are not funded by Grant Funds.

P

OMB	The Federal Government's Office of Management and Budget (OMB), which sets, communicates and enforces administrative regulatory requirements for recipients of Federal Funds. The Johns Hopkins University, which receives Federal Funding for Granted programs, is required to follow the methodology, techniques and practices as set forth by the OMB. OMB Circulars are documents distributed by the OMB specifying, clarifying and updating these requirements. The JHU Controller's Office distributes a monthly email "Administrative Bulletin," with exacting OMB Circular guidelines and reminders, and provides extensive resources on its website.
One-stop Shop Requester	This is a Role within SAP to request Workflow assignments for SAP Transactions based on Cost Assignment (such as Shopping Cart and Online Payment), and to request access to and Security for many Business Warehouse reporting Roles. The Transaction, "Security, Roles and Workflow Request," (the ZSR Transaction), is accessed through the SAP Easy Access Menu in R/3 Enterprise (WinGUI). It is approved by a One-stop Shop Approver.
Online Payment	Also known as "Check Requests," this is the SAP Transaction which allows processing and payment of Vendor Invoices which are not associated with a Purchase Order. Payments made by Online Payment are the "exceptions" to the rule that all purchases at Johns Hopkins must be made by Purchase Order (through the Shopping Cart). The "PO Exceptions" list can be found on the Accounts Payable website, and include legal fees, catering, travel expenses, utilities & royalties.
Organization Management Display Role	This is an SAP Role which displays the Human Resources (HR) Organization structure and Positions in each Organizational Unit, based on the search entered, and Security restrictions of the Position of the person entering the search. This Role is automatically assigned to all Positions which have SAP access.
Park	In accounting terms, an accounting document or Transaction which is not yet ready to be posted is "Parked." In Online Payment, "Park" also means when a document is saved but not yet submitted (Saved as Complete). In accounting terms, a document is Parked until it is posted by Accounts Payable (AP). However, from the standpoint of an SAP End User with the Online Payment Role, an Online Payment is "Parked" only until it is "Saved as Complete" (submitted for processing).
Personnel Administration	In Johns Hopkins SAP, Personnel Administration is an integrated part of the Human Resources (HR) Module. In this area of SAP, employee-related data is entered and processed to be applied to such personnel functions as employee payroll, Benefits, hiring, statuses, assignments. This is a highly secure part of Johns Hopkins SAP.
Personnel Area	A high level grouping of organizations within the larger Johns Hopkins enterprise. Personnel Area is designated by a code. University Personnel Areas begin with UN, such as UN10 for University Administration. Health System Personnel Areas begin with HS, such as HS02, for Johns Hopkins Bayview Medical Center.
Petty Cash	This is a small holding of Hopkins' cash-on-hand for Hopkins business which is dispensed for approved incidental or emergency expenses within a department. This cash is funded from and recorded in a Petty Cash Fund. Each dispensation of cash requires a receipt. Receipts are entered into the SAP Cash Journal by an SAP User with a Petty Cash Role. Replenishment of the Petty Cash Till is requested through an additional Transaction in SAP.
Petty Cash Till	Petty Cash Till is the term for the holding of the Petty Cash, named after the traditional cash "till" where cash is stored, calculated and recorded in businesses. In SAP, this is also the formal name given to the Transaction and to the actual accounting of cash.

Portal Role	A type of SAP Role which allows access to an SAP Transaction which has been designed to be available through the Web interface of Johns Hopkins SAP (Web GUI). When an SAP User logs into SAP, the initial screen is the SAP Portal, a web-based entry point to SAP and other related systems and resources. Some SAP Roles and their Transactions can be accessed right from this Portal, through the SAP Web GUI, including the Roles and Transactions associated with the Travel Manager, Online Payment, Shopping Cart, and Business Warehouse. It is the Portal Role specific to those Roles which provides the Web GUI access.
Position	In SAP, a "Position" is the name, code, and description of the employment which can be assigned to one person. A person only becomes an employee when their personnel record is associated with a "Position." Attributes of a person's Position, including pay and SAP Roles, are all assigned to the Position, not to the person. The person receives the pay and SAP access by being associated that that specific Position. When a person is no longer assigned to a Position (no longer has that employment), that person is no longer assigned the attributes and Roles of the Position. The Position is a record separate from that of the person assigned to it, and continues to hold its attributes whether or not a person is assigned. Changes needed for a Position must be made to the Position record itself.
Position Budgeting	Planning for the expenses of salaries and fringe benefits, including new hires, as well as existing employee promotions and merit increases.
Procurement	Obtaining goods or services. In Hopkins, Procurement includes researching Vendors, comparing prices, terms and qualifications, managing bids and contracts, maintaining Vendor information, and for JHU, managing Procurement Cards. The central Procurement functions are handled by the Purchasing area of the Supply Chain Shared Services Center. The primary method to procure for Johns Hopkins is by Shopping Cart, by which goods and services can be obtained from central warehouses and supply areas (Hosted Catalog and University Supply Store), through the eMarketplace (Vendors which provide their catalogs as part of the SAP Shopping Cart functionality), and through "Free Text" Shopping Carts, in which the details of a purchase are entered by the Shopping Cart Requisitioner, and the purchase is finalized by Supply Chain Purchasing Shared Services Center. The primary SAP system for Hopkins Procurement is the SRM (Supplier Relationship Management) system, which includes the Johns Hopkins SAP Shopping Cart.
Project	An undertaking to achieve a predetermined goal with prescribed Funds and operating resources, to an agreed level of quality, and by a particular date. A Project may be to build a clinic, install a software system, or update research equipment. In Johns Hopkins SAP, such an undertaking is considered a Project when it meets criteria, such as monetary amount, timing, or categories of expenditures. Johns Hopkins Projects are supported by the Capital Purchases area of Supply Chain Shared Services, the Fixed Assets Shared Services, and the SAP Project Systems Module.
Project Systems (PS)	An SAP Module which supports the development, assignment, and reporting associated with Hopkins Projects. The Project Systems Module provides structure to plan, structure, monitor, and report on Projects. The Fixed Assets Shared Services and central financial offices use Project Systems to provide the WBSE's (Work Breakdown Structure Elements) Cost Assignments for Projects.

Q
R

Purchase Order (PO)	This is a formal promise of payment for the purpose of obtaining goods or services. In Johns Hopkins SAP, Purchase Orders are created through Shopping Cart. Once Shopping Carts are Approved, a Purchase Order may be generated automatically (based on Shopping Cart types, dollar amounts, and Vendor), or are routed to Purchasing Shared Services where a Purchaser completes the purchase with a Vendor, and creates and sends the Purchase Order. Purchase Orders are one of the three elements of a Three-Way Match: 1. Purchase Order, 2. Invoice, and 3. Vendor Invoice, which are required to match for payment to be sent to the Vendor.
Purchase Order Detail	A BW (Business Warehouse) Report which provides detailed and flexible view and analysis of multiple characteristics of Purchase Orders for a specific Cost Assignment, Cost Assignment range, and date range.
R/3	In Johns Hopkins SAP, R/3 is the core system, which manages, integrates, tracks, and validates financial, accounting, organizational, Human Resources, and Sponsored Projects information. Some R/3 Transactions can only be accessed from the SAP GUI (Graphical User Interface), which is installed on a computer with the Windows Operating System (Win GUI), or the Macintosh Operating System (SAP GUI for Java). However, the most widely assigned R/3 Roles, including the Travel and Business Expense Roles and the Online Payment Requester, as well as the R/3 Inbox, are all available from the Web-based Johns Hopkins SAP Interface known as the Web GUI. The other two primary Transactional SAP systems used by Johns Hopkins are SRM (Supplier Relationship Management) in which Shopping Cart is found, and BW (Business Warehouse) Reporting.
Real Time Grant Report	A report in the R/3 system of Johns Hopkins SAP which displays current amounts of a Grant's available expense balance including any Commitments and the corresponding F&A Encumbrance. This report can be viewed within R/3, or downloaded to Excel for further analysis and report-building. It is often used in tandem with BW Grants Management reporting to gain a complete analysis of a Grant's status, as timing, detail, and Cost Assignment characteristics are assigned differently between these reports. The R/3 Transaction Code for this report is ZSGM_Grant_Report.
Report Up	Based on a hierarchy and pathway programmed into SAP, when a process or information within SAP is routed to higher hierarchical level/s within SAP.
Requisitioner	Short name for "Shopping Cart Requisitioner," the name of the SAP Role which allows an SAP User to create a Shopping Cart, which is designed to initiate a Purchase Order, so that goods and services can be procured for Hopkins.
Role	In Johns Hopkins SAP, the assignment that allows an SAP User to access specific functions in the SAP system. For example, the "Travel and Business Expense Request Assistant" Role provides access to the "Travel Manager" Transaction (for Travel and Business Expense Reimbursement), as well as other supporting Transactions. BW (Business Warehouse) Roles are assigned to allow access to specific reports, and are "secured" at specific levels and types of information. SAP Roles are assigned to Positions. Individuals have access to SAP Roles based on the Position/s to which they are assigned.

S

SAP	<p>The major integrated, interoperable software and hardware "system of systems" at the technical core of the Johns Hopkins SAP system. "SAP" is an abbreviated name for the SAP software and systems, and the company which produces and supports them. "SAP" is also the abbreviated name for "Johns Hopkins SAP," the integrated system of systems adopted, developed, and maintained by Johns Hopkins Enterprise, through the Johns Hopkins Enterprise Business Systems (EBS) Support Organization.</p> <p>Johns Hopkins SAP is an "ERP," "Enterprise Resource Planning" system, which holds and assimilates multiple financial, accounting, budget, Human Resources, Organizational, Grant Award, and other systems and information in a single interconnected technical structure. Johns Hopkins SAP inter-relates and connects these areas of information, allowing real-time verification and updating between types information which affect -- and are affected by -- each other. Information from different areas can be viewed, processed, and reported as a whole for institutional, compliance, and legal purposes. Moving from separate systems to a single integrated system is often very difficult on an institution and its people, as all those affected must change processes, communications, and their understanding of the information they consume and manage.</p> <p>There is curiosity about the full name of the SAP company. SAP was founded as "Systemanalyse und Programmentwicklung" ("System Analysis and Program Development") in 1972, and has since become "Systeme, Anwendungen, Produkte in der Datenverarbeitung" ("Systems, Applications & Products in Data Processing") or "SAP AG".</p>
SAP End User	<p>A person viewing, entering or modifying information in the Johns Hopkins SAP system (SAP), based on a specific profile of roles, authorizations, and security. SAP End Users are those accessing SAP through the applications developed for departmental and divisional use, accessing such SAP functions as Shopping Cart, Travel and Business Expense Reimbursement, and the many departmental financial, accounting, Human Resources, Grants Management, and other functions.</p>
SAP Portal	<p>The When an SAP User logs into SAP, the initial screen is the SAP "Portal," a web-based entry point to SAP and other related systems and functions. The SAP Portal display is based on the assignments of the person who logged in.</p>
SAP Role	<p>See "Role."</p>
SAP User	<p>See "SAP End User"</p>
Secondary Cost Element	<p>A "Cost Element" to record financial Transactions which occur within and between Johns Hopkins entities. These Transactions are posted using a Secondary Cost Element, instead of the regular Cost Center, Internal Order, or WBSE, to simplify annual financial statement preparation, and to easily exclude internal activity from the Ledgers.</p>

Security	SAP Security is how the SAP System is configured to allow and limit how any user of the system can view, initiate, modify, complete, and route information and changes. There are multiple ways in which to set Security in Johns Hopkins SAP. Security values and parameters are set primarily on a Position, rather than on the record of an individual who is assigned to a Position. Security based on Position is determined by such elements as SAP Roles, Position Cost Assignment, Position Organizational Unit, additional Organizational Units (Z-61 relationships), reports-to responsibilities, and authorization profiles. Security includes any Workflow responsibilities, which are set on SAP User IDs instead of Position. Security for BW (Business Warehouse) Reporting Roles are determined by multiple attributes, including direct Security assignments for BW Reporting Areas, Security designated within specific BW Role Names, and the Organizational Unit assignments of a Position,
Security and Workflow One Stop Shop Requester Role	The SAP Role which enables an SAP User to initiate a ZSR, or "Security, Roles and Workflow" Transaction, to request Workflow assignments, Organizational Unit assignments, and / or many of the BW (Business Warehouse reporting) Roles and Security.
Security, Roles and Workflow Request (ZSR) Transaction	This is the Transaction which enables an SAP User to request Workflow and BW (Business Warehouse) Roles and Security, based on Cost Assignment values, and also Organizational Unit (Org Unit) assignments. The Transaction Code is ZSR. This Transaction can be accessed by SAP Users with the "Security and Workflow One Stop Shop Requester" Role.
Service Center	(Not to be confused with Shared Services Centers) A provider of services internal to Johns Hopkins, such as Printing Services, Parking Services, or the Sheridan Library's Professional Binding Services. Johns Hopkins SAP Users can order services from Service Centers using the Shopping Cart Requisitioner Role, within the "Internal Service Provider Ordering" function of Johns Hopkins SAP.
Shared Services Centers	The Johns Hopkins Shared Services Centers are centralized organizations where business processes are consolidated for efficiency and service to users of the Johns Hopkins SAP system. The Shared Services Centers are Accounts Payable (AP), Accounts Receivable (AR), Fixed Assets (FA), Human Resources (HR), Payroll, Sponsored Projects, and Supply Chain. These centers were formed, or updated, with the implementation of SAP in January 2007. Members of these centers fulfill the final validation and processing of many of the Johns Hopkins SAP Transactions, and also provide support to SAP Users initiating them.
Shopping Cart	The Johns Hopkins SAP function used to initiate a Purchase Order, which is required to purchase most goods and services for Johns Hopkins. A Shopping Cart is entered, with all necessary information and documentation, by an SAP Shopping Cart Requisitioner. Shopping Carts route for Approval and processing based on elements such as cost, type, and vendor. Shopping Carts which don't meet the specific Automatic Approval Guidelines route to Shopping Cart Approvers assigned by Cost Center. Following Approval, Purchase Orders (POs) are created -- automatically by SAP, or manually by Supply Chain Shared Services. For internal purchases (such as JHHS Warehouses or the JHU University Store), Stock Transfer Orders (STOs) are created instead.

Special Ledger	A financial ledger which enhances the General Ledger for financial reporting purposes. The Special Ledger is used primarily within the University and Health System Controllers" offices, as a way to convert non-finance information (such as Vendor accounts), and inter-entity charges, into institutional debit and credit financial terms for accurate balancing with the correct GL Accounts. The Special Ledger contains unique features that refine financial reporting within the system. The Special Ledger is updated simultaneously with the General Ledger.
Sponsored	The term to designate Funds provided to Hopkins by Grant/s. These "Projects" are "Sponsored" by external entities (agencies, organizations, individuals, federal or other governmental programs) in the form of Grant Funding, to support research and services benefiting more than the Grant-making organization or individual. Primarily, Sponsored Funds are provided to and maintained by Johns Hopkins University organizations.
Sponsored Authorization Group	A designation which allows a specific SAP User to perform Transactions in SAP for a Sponsored Project. The Sponsored Authorization Group is the same number as the Cost Center associated with the Grant Award for the Sponsored Project. Once a Sponsored Authorization Group is assigned to an SAP User, that SAP User is able to perform specific Transactions and display information for Sponsored Projects associated with that primary Cost Center. For example, if the primary Cost Center for a Sponsored Project (Grant-Funded Project) is 1701001001, that is also the number of the Sponsored Authorization Group which is assigned to the SAP User who should be able to access that Sponsored Project within Johns Hopkins SAP R/3.
Sponsored Class	In SAP Grants Management, Sponsored Class falls at the same level as GL Account in SAP Finance, and Commitment Item in SAP Controlling. It may correlate to a single GL Account, or a group of GL Accounts. Assigning or moving monetary amounts to Sponsored Classes updates the amounts assigned to the correlated GL Account.
Sponsored Program	A focused type of account which is funded, all or in part, by Grant/s. As a type of account in SAP, a Sponsored Program allows the grouping of costs associated with Grants made to Johns Hopkins. This enables a Sponsor (the agency, organization or individual who has provided Grant Funds) to view and produce reports on the Sponsored Program. In Johns Hopkins SAP, Sponsored Programs are within the Grants Management (GM) Module. A Sponsored Program matches 1:1 to the CO Module's Internal Order.
Sponsored Projects (SP)	The category of monetary resources and Commitments which are provided to Johns Hopkins by Grant Funding. Sponsored Projects are entered, managed, and tracked in the SAP Grants Management Module. "Sponsored Projects" is also the name of the Shared Services Center which establishes and maintains the key information of each Grant, monitors Grant Awards for compliance with applicable regulations and institutional policies, and reports out to external sponsors. Sponsored Projects Shared Services Center also supports departmental administrators and researchers in financially managing their Grants.
Supply Chain	The "chain" of purchasing, transporting, receiving, storing, inventorying, managing, distributing, and tracking "supplies" (goods and services) required by Johns Hopkins Enterprise. "Supply Chain" is also the name of the Shared Services Center which administers Purchasing and Inventory Management, and supports these processes at within the larger Johns Hopkins Enterprise.
Technical Name	The letters and other characters that describe a Transaction in SAP.

T

Time	In SAP, this is the Time worked by an employee. "Time" is also the abbreviated term for the SAP Time Management System, in which employee Time, and elements affecting how that Time is tracked and paid -- such as absences and shift differentials, are managed.
Time Administrator	The Role in SAP which enables an SAP User to enter employee Time worked directly into the SAP/CATS Time Sheet, with the SAP Transaction, Time Entry. The Time worked is entered manually, based on the Time recorded on employee Time Cards, which may be paper cards entered manually by employees, or records provided by automatic time keeping systems such as Kronos, Nightingale, or the University E210.
Time Entry	The Transaction in SAP in which an SAP User with the Time Administrator Role enters the Time employees worked, from employee Time Cards. Time Cards may be paper cards entered manually by employees, or records provided by automatic time keeping systems such as Kronos, Nightingale, or the University E210.
Transaction	A contained process in SAP with its own Technical Name and Transaction Code. Roles in SAP are made up of one or more Transaction/s. For example, the Online Payment Requester Role includes the Transactions "Park Incoming Invoice," "View Parked Document," and "Vendor Line Items." Depending on the screen and interface, Transactions might be available by clicking an icon or name, or entering a Transaction Code directly (SAP R/3). Transactions may have a Descriptive Name (such as "Security, Roles and Workflow Request"), a Technical Name (such as ZRSE_ONE_STOP_SHOP_REQU), and a Transaction Code (T-Code) (such as ZSR). In SAP, a Transaction Code beginning with a "Z" indicates a Custom Transaction, developed uniquely for a particular use of SAP. Johns Hopkins SAP Transactions are primarily Custom Transactions, developed for Hopkins, and therefore primarily begin with the letter "Z."
Travel	Short name for the Johns Hopkins SAP "Travel and Expense Reimbursement" Transaction. Despite its name, its main function is as the Hopkins "Reimbursement" Transaction. Hopkins adopted the SAP "Travel" Transaction to allow it to pay back (reimburse) money spent by employees and partners on Hopkins' behalf. The Travel Transaction also provides an ability for employees traveling on behalf of Johns Hopkins University to request an Advance for meals and incidentals.
Tuition Infotype	See "Infotype." This is the section of an employee's Human Resources (HR) record in which is stored tuition program information, including Tuition Grant, Remission, Reimbursement, and Advance, for each person employed by Hopkins.
Tuition Remission	The Benefits program for eligible Johns Hopkins University faculty and staff which covers credit and non-credit courses and workshops offered by Johns Hopkins University's academic divisions and Center for Talented Youth, and the costs for outside continuing education courses that fulfill the requirements for a professional certification or license that is A) required for the job and B) regulated by the state licensing board. Criteria and dollar limits can be found on the JHU HR site at www.jhu.edu/hr1/ . This program is for Johns Hopkins University employees, and is different from the Tuition Assistance and Tuition Advancement programs offered by the Johns Hopkins Health System for its employees.

U
V

W

Vendor	In Johns Hopkins SAP, the provider of goods or service/s contracted for or purchased by Hopkins. Vendors can be large, such as Office Depot or Dell, or individuals providing a one-time good or service. Items are purchased from Vendors by Purchase Order, through the SAP Shopping Cart. Vendors can also be paid by the SAP Online Payment Transaction, only if the goods or service/s they provide is on the Shopping Cart Exceptions list (See http://ssc.jhmi.edu/accountspayable).
WBS Element (WBSE)	Work Breakdown Structure Element: the Cost Assignment type for Project costs. It can be thought of loosely as a type of budget or account number for costs of a Project. WBSE's are part of the Project Systems Module of Johns Hopkins SAP. Hierarchically, WBSE's are at the same level as Sponsored Programs in the Grants Management Module, and Internal Orders in the Controlling Module.
WebGUI (SAP Portal Page)	"Web" (abbreviated for the World Wide Web), "GUI" (for Graphical User Interface). This is the display and functionality to use SAP through a site available by internet access. When an SAP User logs into the SAP Portal, the WebGUI provides the SAP access from that site, such as Shopping Cart, Travel and Expense Reimbursement, and the R/3 Inbox. The Transactions within these Roles are accessed from the blue tabs across the top named for the Roles. This interface is commonly called the WebGUI, because the SAP access provided is done so by a go-between Web site, meaning that no software (other than an internet browser and associated programs) is required. Some SAP Transactions can only be accessed from the WebGUI, such as Shopping Cart and Business Warehouse Reporting.
WinGUI (R/3 Enterprise Easy Access Menu)	<p>"Win" (abbreviated for Windows), "GUI" (for Graphical User Interface). The WinGUI is the display and functionality available through the WinGUI software installed on a computer with the Windows Operating System. The WinGUI provides access to SAP R/3 Transactions, based on an SAP User's R/3 Roles and Security. It requires log-in and active connection to SAP. The WinGUI is usually assigned to SAP Users who perform financial and HR Transactions.</p> <p>The most popular and widely-mapped R/3 Transactions (such as those within Online Payment, the Travel and Business Expense Roles, and the R/3 Transaction Approver Roles) are also available through the WebGUI (Web-based Graphical User Interface for SAP).</p>
Workflow	How SAP routes initiated Transactions (SAP documents) for review or approval. A Workflow is a logical sequence of steps which is followed to complete a Transaction. Most often, the term is used to describe the steps of a Transaction flow in which an Approver is required to approve or reject. SAP routes Transactions based on Workflow "rules," which are different for each Transaction. For example, when an Online Payment is initiated, SAP routes it to the Online Payment Approver based on the Home Cost Center of the SAP User who initiated it. When a Shopping Cart is ordered, SAP routes it to the Shopping Cart Approver assigned the Cost Object (Cost Center, Internal Order, WBSE) being charged. Additional Workflow rules apply to many Transactions based on dollar amount, type, category, organizational unit assignment.... Technically, Workflow also describes the many steps that SAP takes in the flow of a Transaction, all based on the Workflow rules designed into Johns Hopkins SAP.

X

Y

Z

Z61 Relationship	The assignment of an Organizational Unit (Org Unit) to a Position. This enables the person assigned to the Position to view organizational and HR (human resources) information, within the limits of the Roles also assigned to that Position.
ZSR	The "Transaction Code" (letters you can type into SAP to initiate an SAP Transaction) for the 'security, Roles and Workflow Request' Transaction. This Transaction is accessed through the Security and Workflow One Stop Shop Requester Role, to request Workflow assignments, Organizational Unit assignments, and Business Warehouse reporting Roles and Security.