Radiology MRI Service Center

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Online Statement Guide

• The Radiology MRI Service Center has online statements for user charges.

- The new Hopkins One SAP system provides the statements needed to reconcile expense charges to your account.
- Any Administrative Support personnel in your Division with report user roles assigned them can access the SAP system.
- This guide will assist you in retrieving them. See what the statement looks like and how you get to it in the following slides.

Radiology MRI Service Center Your Online Statement Looks Like This.

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• The statement has your grant number, I/O number and grant name.

- It indicates the general ledger number **691500** and expense line item name of "**service center**".
- In addition, the statement identifies the <u>service center</u> used, <u>PI on the grant</u> charged, <u>scanner used</u>, <u>date of</u> <u>service</u>, and <u>actual user of the scanner</u>.
- Each charge has an accompanying charge sheet that users are to return to the Division Admin for reconciling the account.



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- Access the JHU Controller's website at <u>http://www.finance.jhu.edu</u>
- Under the header "Hopkins One" click "SAP Portal".

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	The purpose of Johns Hopkins Enterprise login is to provide a single sign on functionality for our customers to access many applications with just one log in.
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Password:	Single sign-on (SSO) is a mechanism whereby a single action of user authentication and authorization can permit a user to access all computers and systems where he has access
Forgot Password?	permission, without the need to enter multiple passwords. Single sign-on reduces human error,
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• Once the frame opens, click the tab "BW Report Center", (circled in red).

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	EW News MOTIFCATION Report run times may be slower than usual for areas where data is loading. Daily Loads Bit 108 10.05 AM - Periods 12 and 14 are now updated for EBF reporting. 7:20 AM - All data is available for reporting, with the exception of FBF data noted below EBF Data posted to penods 12 & 14 is currently being refreshed in BW, to include transactions posted over the past weekend. EPG Data posted to penods 12 & 14 is currently being refreshed in BW, to include transactions posted over the past weekend. EPG Data posted to penods 12 & 14 is currently being refreshed in BW, to include transactions posted over the past weekend. EPG Data Dotted to penods 12 & 14 is currently being refreshed in BW, to include transactions posted over the past weekend. EPG Data Dotted to penods 12 & 14 is currently being refreshed in BW, to include transactions posted over the past weekend. EPG Data Dotted to penods 12 & 14 is currently being refreshed in BW, to include transactions posted over the past weekend. EPG Data Dotted to penods 12 & 14 is currently being refreshed in BW, to include transactions posted over the past weekend. EPG Data Dotted to penods 12 & 14 is currently being refreshed in BW, to include transactions posted over the past weekend. EPG Data Data Data Data Data Data Data Dat	
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- Once the Business Warehouse Report Center (BW) opens in a new window, follow the steps below.
- (1) Click on the <u>JHU</u> <u>Report Library</u>
- (2) Sponsored Projects
- (3) <u>Transactions</u>
- (4)<u>Sponsored Rev-Exp</u> <u>Detail</u> - Single/Multiple

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- In the <u>Sponsored</u>
 <u>Program</u> box type in the Internal Order.
- Type the month/year in the **Fiscal Year** box.
- Click "check" to be sure you have the right grant and date.
- Click "execute" to move to the next screen.

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- Scroll down to G/L 691500 – Service Center.
- All charges for the month should appear in the general ledger line item.
- All users sign for use of the scanners and should return a copy of the charge sheet to the Division Admin for reconciliation of the account.

- These statements can be run by individual months or multiple months.
- If questions arise concerning charges, please contact Kellie Leatherman at 410-955-7691 or by e-mail at <u>kleather@jhmi.edu</u>

Radiology MRI Service Center

- Customer service is important to us.
- This guide should provide the necessary information for you to view your MRI Service Center Online Statement.
- We are available if you need our guidance.
- Thank you for your services.