

## **SAP Information for Credit Card Payments on the VPOS**

A number of VPOS users having been entering SAP General Ledger information incorrectly when creating a credit card payment on the VPOS.

One common error has been that some users are entering the old CUFS area-org and suffix numbers into the boxes. If you do not know your SAP general ledger, cost center or internal order, and fund, you can find them by using the SAP crosswalk at the following link:

<http://orchid.hosts.jhmi.edu/hopkinsone/xWalk/index.cfm>

Another common error occurs when the SAP cost center or internal order and fund are entered into the wrong boxes.

Cost centers are 10 digits long and begin with your business area. For example, if your business area is 170, then your cost center will begin with 170, followed by 7 digits: example 170XXXXXXX.

Internal orders are 8 characters long and begin with 8 or 9.

Example: 80001472

Funds are 10 digits long - 2 numbers, then your business area, and 5 more numbers - for example, if your business area is 170, then your fund will follow this format: XX170XXXXX.

Failure to attach the correct SAP codes to a credit card payment may cause the revenue not to be recorded, or recorded to some other department's revenue.