# CONTENTS

<table>
<thead>
<tr>
<th>Contents</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accessing The Online Payment Request (AP Electronic Check Request) - WinGUI</td>
<td>4</td>
</tr>
<tr>
<td>Accessing The Online Payment Request Module – WEBGUI</td>
<td>5</td>
</tr>
<tr>
<td>Entering An Online Payment Request (CHECK REQUEST)</td>
<td>6</td>
</tr>
<tr>
<td>Storing “Business Documents” (Uploading Invoice Copies to SAP)</td>
<td>8</td>
</tr>
<tr>
<td>Viewing an Uploaded Invoice (Stored Business Document)</td>
<td>9</td>
</tr>
<tr>
<td>Finding And Storing Documents (Online Payments)</td>
<td>10</td>
</tr>
<tr>
<td>Displaying a Document Using The Tree</td>
<td>10</td>
</tr>
<tr>
<td>Editing And Deleting Documents (Online Payments)</td>
<td>11</td>
</tr>
<tr>
<td>Editing And Resubmitting Documents</td>
<td>11</td>
</tr>
<tr>
<td>Deleting A Document</td>
<td>11</td>
</tr>
<tr>
<td>Troubleshooting Documents</td>
<td>12</td>
</tr>
<tr>
<td>Viewing Workflow (The Approval Process)</td>
<td>12</td>
</tr>
<tr>
<td>Viewing Workflow on Rejected Documents</td>
<td>13</td>
</tr>
<tr>
<td>Viewing Attachments And Notes</td>
<td>14</td>
</tr>
<tr>
<td>Viewing Payment Information</td>
<td>15</td>
</tr>
<tr>
<td>Viewing Payment Information</td>
<td>15</td>
</tr>
<tr>
<td>Locating Documents</td>
<td>16</td>
</tr>
<tr>
<td>Displaying Other People’s Unpaid Documents</td>
<td>16</td>
</tr>
<tr>
<td>Vendor line items Report</td>
<td>17</td>
</tr>
<tr>
<td>Running the Vendor Line Items Report</td>
<td>17</td>
</tr>
<tr>
<td>Requesting A Departmental Pickup</td>
<td>18</td>
</tr>
<tr>
<td>Using payment tab to request a check for pick up</td>
<td>18</td>
</tr>
<tr>
<td>“Patient” Vendor</td>
<td>19</td>
</tr>
</tbody>
</table>
Using the Patient vendor to request a check be sent to a study participant..................................................19

Appendix..................................................................................................................................................21

Searching For Vendors Using webgui .................................................................................................21

searching for vendor using wingui ........................................................................................................23

Searching for G/L Numbers....................................................................................................................24

Settings: Displaying the Document Type ............................................................................................25

Settings: Defaulting the Document Type to ZZ (Check Request) ........................................................26

Additional Resources ...............................................................................................................................27
SAP Finance - Supply Chain Overview

The Johns Hopkins SAP Supply Chain system controls the flow of goods and services within the enterprise. The Supply Chain includes large and small purchases from vendors.

In the normal course of working at Hopkins, employees may utilize three different methods for making payments, depending on the circumstances. These are to:

- Purchase services and supplies using Shopping Cart
  *(Invoices for Purchase Order items are not paid with Online Payment. They are sent to Accounts Payable to be applied directly to the Purchase order)*

- Pay invoices (bills) received from vendors for services or products not associated with a Purchase Order.

- Reimburse themselves, or others, for approved expenses.

This table outlines these three basic methods.

<table>
<thead>
<tr>
<th>Key Document</th>
<th>SAP Module</th>
<th>Used When</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase Order</td>
<td>Shopping Cart</td>
<td>The vendor requires a purchase order before supplying goods or services.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Invoices to be applied to purchase orders are sent to Accounts Payable,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>and not entered by departments.</td>
</tr>
<tr>
<td>Vendor Invoice</td>
<td>Online Payment Request</td>
<td>The vendor does not require a purchase order to provide supplies or</td>
</tr>
<tr>
<td></td>
<td>(Check Request)</td>
<td>services.</td>
</tr>
<tr>
<td>Employee Expense</td>
<td>Travel and Expense</td>
<td>Items are initially purchased using an individual’s personal funds.</td>
</tr>
<tr>
<td>Receipt</td>
<td>Reimbursement</td>
<td></td>
</tr>
</tbody>
</table>

**ACCESSING THE ONLINE PAYMENT REQUEST (AP ELECTRONIC CHECK REQUEST) - WINGUI**

1. Log into SAP using the icon on your desktop, through the link in your favorites, or the myJohnsHopkins portal: In the URL edit box of your browser, type my.johnshopkins.edu, and press the Enter key. Select Login. Enter your JHED ID and password. On the left side of the screen, click MyApps, and then SAP.

---

1.WinGUI “Windows” “Graphical User Interface” This is the SAP software which opens on your computer, also known as the SAP Easy Access Menu.
2. Click on the ECC tab at the top of the screen.
3. You may need to click a warning, and allow the SAP file to download and click ECC again. You may be asked to then click to open.
4. Once the application opens, make sure you Maximize the window.
5. Locate the AP Electronic Check Request folder and double click it.
6. The transactions in the role will appear.

7. To enter an Invoice, double click Park Incoming Invoices.

ACCESSING THE ONLINE PAYMENT REQUEST MODULE – WEBGUI

If the ECC tab or software is not available to you, open Online from the initial SAP screen.

1. Log into SAP using the icon on your desktop, through the link in your favorites, or the myJohnsHopkins portal: In the URL edit box of your browser, type my.johnshopkins.edu, and press the Enter key. Select Login. Enter your JHED ID and password. On the left side of the screen, click MyApps, and then SAP.
2. Click the Online Payment Request tab at the top of the screen...

---

1 If you do not have the ECC tab, ask the person in your department who enters SAP Security, Roles and Workflow requests (ZSRs) to request for you Role Type: Portal, ZPWINGUI_LAUNCH. Look for ZSR articles in the SAP@Hopkins blog: http://www.sapathopkins.org/.
2 If your computer is unable to open the software, ask your computer support personnel to install. Information can be found here: http://h1support.jhu.edu/
3 WebGUI (Web-based Graphical User Interface) opens a website that receives your information and passes it back and forth to SAP. You can access this from any computer connected to the Hopkins network.
ENTERING AN ONLINE PAYMENT REQUEST (CHECK REQUEST)

1. To enter an Invoice, double click on the transaction. From the Online Payment WebGUI tab, this transaction will display automatically.

2. Click in each field below to enter the necessary information:

   | Vendor | SAP Vendor #. Should begin with a 2 (Can use a 1 if there is no 2). Searching directions are located in the Appendix. |
   | Invoice Date | Invoice Date from the invoice (not a Hopkins number). Format should be MM/DD/YYYY. |
   | Reference | Invoice Number from the invoice (not a Hopkins number). Enter it exactly as it appears on the invoice. |
   | Document Type* | Change it to ZZ or Check Request (Will default if you have done the settings in the Appendix). |
   | Amount | Total amount of the invoice. |
   | Text | Use an (*) plus the text and 31 characters of this text field will appear on the check or summary statement. |

*if does not display, see Settings: Displaying the Document Type in the Appendix.

Note: If you click into any field before completing them in order, SAP may require that enter fields in a specific order. If fields are grey’ed (or blue’ed) out, look for messages in the lower left of the screen. Enter and/or correct fields as they are highlighted, and press the Enter key on your keyboard after each entry. If needed, also click the Simulate button near the top of your Online Payment screen. (If you are then sent to a Document Overview screen, simply click the green dot back button at the top of that screen, and then the green check to allow any automatically created line items to be deleted). You should then be allowed to fulfill the remaining steps of the transaction.
## Lower Section

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>G/L</strong></td>
<td>G/L for the goods or services being invoiced. Should begin with a 6.</td>
</tr>
<tr>
<td></td>
<td>Searchable field: Search category is G/L account description in chart of accounts</td>
</tr>
<tr>
<td><strong>Amount in Doc Currency</strong></td>
<td>Amount of the invoice for each line. If the full invoice is being assigned to a single G/L account and a single Cost Center or Internal Order), this will match the Amount in the top section.</td>
</tr>
<tr>
<td><strong>Text</strong></td>
<td>Copy this from the top section to appear in BW Reports.</td>
</tr>
<tr>
<td><strong>Cost Center</strong></td>
<td>Used primarily by JHHS - Budget number to be charged (10 digits long) – If this is used, an Order number is not used.</td>
</tr>
<tr>
<td><strong>Order</strong></td>
<td>Used primarily JHU SOM - Budget number to be charged (8 digits long) - If this is used, a Cost Center number is not used.</td>
</tr>
</tbody>
</table>

1. **Press Enter.**
2. **Press** the Enter key to bypass yellow messages.
   - Net due date on 09/21/2008 is in the past
3. Fix Red messages and **Press** the Enter key.
   - Entry JHEN 0000054028 does not exist in SKB1 (check entry)
4. Check the Vendor name and address which SAP has now filled in.
5. **Click** Save as Completed button. Your Online Payment has been saved in SAP as an SAP Document, and has been sent to your approver.
6. **Write** down the Document Number (bottom left) on the paper invoice.
   - Document 1901047917 JHEN was parked
7. **Click** Document – Display (top of the screen)
8. Upload the PDF copy of the invoice (See Storing "Business Documents" below) required for approval.
STORING “BUSINESS DOCUMENTS” (UPLOADING INVOICE COPIES TO SAP)

1. Open the Online Payment from the Tree, or by selecting Document, Display from the top menu.
2. Locate the Services for Objects button in the (upper left corner in the ECC software WinGUI; upper right in the Web version – WebGUI)
3. Click on the Paper icon on the right of the button.
4. Select Create – Store Business Document

![Edit Parked Vendor Invoice 1901047855 JHE](image)

5. Double Click on AP Parked Documents – PDF Format Only

![Document Type](image)

6. Locate the Scanned Document on your computer and Double Click the title to upload to the Accounts Payable web server.
7. You do not need to re-save the Online Payment. It has been sent to your approver and the invoice PDF is now available to your approver and Accounts Payable.
8. After the file uploads, **Close the Window**.

   ![Image of file upload process]

**VIEWING AN UPLOADED INVOICE (STORED BUSINESS DOCUMENT)**

1. Once the PDF file has been uploaded, click the Services for Objects Icon, image of the piece of paper again, selecting Attachment List.

2. **Double Click** the same AP Parked Documents – PDF Format Only line to view the uploaded file.

3. The first page will display.

4. **Use the Document Viewer Navigation Buttons to view PDF files with more than one page.**
FINDING AND STORING DOCUMENTS (ONLINE PAYMENTS)

DISPLAYING A DOCUMENT USING THE TREE

1. Go to the **Park Vendor Invoice** (Entry screen) screen.
2. Click the **Tree On** button. A folder window to the left will open.

   **Park Vendor invoice: Company Code JHEN**

   - **Vendor**
   - **Invoice date**
   - **Posting Date** 09/11/2012
   - **Document Type** ZZ (Check Request)
   - **Amount**
   - **Tax Amount**
   - **Text**
   - **Company Code** JHEN JOHNS HOPK
   - **Lot No**

3. The **Complete Documents** folder contains docs sent to Workflow that are In-Process.
4. The **Parked Documents** folder contains docs that either were not sent to Workflow or have been Refused and sent back to you.
5. Open the **Complete Documents** folder by clicking on the arrow to the left.
6. **Double Click** on the reference number to display the document.
7. If you have been working in Online Payment with the Tree on, new and changed Online Payments will not automatically display. Click the Refresh Tree button in the upper left to update your display.

   Note: if your Online Payment screen gets stuck on a field, exit and return (ECC – WinGUI), or click the Online Payment tab (WebGUI) to refresh.
EDITING AND DELETING DOCUMENTS (ONLINE PAYMENTS)

EDITING AND RESUBMITTING DOCUMENTS

1. **Display** the document using the **Tree**
2. **Change** the Posting date to today if it is not in the current month
3. **Change** the fields you need to make the document correct.
4. **Click on Save as Complete.** The system will edit the document and display messages at the bottom of the screen.
5. **Press** the **Enter** key as many times that you need to bypass yellow messages (there could be 3 or 4 edits)
6. When the Document disappears, it has been re-submitted to Approvers.

DELETING A DOCUMENT

1. **Access** the document using the Tree.
2. If needed, select Change Parked Document so that the screen shows that it can be edited.
3. At the very top of the screen, **click on Document -> Delete parked document.**
4. **Click** on the **Yes** button.
TROUBLESHOOTING DOCUMENTS

VIEWING WORKFLOW (THE APPROVAL PROCESS)

1. **Display** the Document using The Tree

2. **Locate** the **Services for Objects** Icon (WebGUI – Upper Right, WinGUI – Upper Left)

3. **Click** on the **Paper** icon on the right of the button.

4. **Workflow -> Workflow Overview**

5. **Top Section** - **Double Click** on the most recent submission to view the current Workflow.

6. **Bottom Section** – **Scroll** down to view the Workflow.

7. If the word **“Information”** is in the **Agent** field, then **Click** on it to see who has the document to approve.

8. If the document has already been approved, you will see the name of the person who Released or Rejected the document in the Agent field.

9. **Click** the **X** to close.
VIEWING WORKFLOW ON REJECTED DOCUMENTS

1. **Display** the Document using The Tree

2. **Locate** the Services for Objects Icon (WebGUI – Upper Right, WinGUI – Upper Left)

3. **Click** on the Paper icon on the right of the button.

4. **Workflow -> Workflow Overview**

5. **Top Section** - **Double Click** on the most recent submission to view the current Workflow.

6. **Bottom Section** – **Scroll** down to view the Steps in the Workflow section.

7. If the word “REJECTED” is in the Result field, then check the Result on the line below to learn the reason.

8. If the document Result is “Other”, scroll down to the last line of the Workflow steps.
9. **Click** the **REFUSED – DOC** **(DOC NUMBER)** link to view the reason for the rejection.

![REFUSED - DOC: 1901047856]

**Description**
The attached document 1901047856 has been refused.

**Rejection Reason**: EXPLANATION BELOW

Please use GL 642002

**Instructions:**
1. Review notes attached to document. The person who refused to approve the xfer may have attached a note to the document. From within the document, using generic object services you may review the note. It may suggest changes that would allow for re-submit.
2. Decide to either make changes or delete.
3. If delete then delete the parked document.

10. **Close** the windows and edit the document as necessary.

---

**VIEWING ATTACHMENTS AND NOTES**

1. **Display** the Document using The Tree.

2. **Locate** the **Services for Objects** button (WebGUI – Upper Right, WinGUI – Upper Left)

3. **Click** on the **Paper** icon on the right of the button.

![Create...](attachment_list)

4. **Select** **Attachment List**

5. **Double Click** on **AP Parked Documents – PDF Format Only** to display the document.

![Document Type]

![Parked Document]

**AP Parked documents - PDF format only**

6. **Click** on the **Back** button after viewing the document.

7. **Click** the **X** to close.
1. Click the – Display Parked Document transaction in the Folder

2. Type in the Document Number and press the Enter key

3. If the Parked Document appears, the invoice has NOT been paid – Check Workflow.
   If an Accounting Document Appears, it HAS been paid.

4. Double Click on the Vendor Name.

5. Click ONCE on the Pmt Method Field.

6. Click on the Search button next to it to determine the Payment Method.

7. Close this box when the method is determined.

8. If Payment Method was NOT a Check – Clearing Date and Number is when the Funds were released.
9. **IF the Payment Method was a Check – Click Environment (Top) – Check Information**

   Environment  System  Help
   Document Charges
   Check Information
   Payment Usage

10. The Middle Section called **Check Information** has the Check Number, Date, Amount (May be higher due to combined checks) and the Check Encashment Date.

<table>
<thead>
<tr>
<th>Check number</th>
<th>Payment date</th>
<th>Currency</th>
<th>Amount paid</th>
<th>Check Encashment Date</th>
<th>Cash discount amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>501800038</td>
<td>06/16/2008</td>
<td>USD</td>
<td>5,464.03</td>
<td>06/20/2008</td>
<td>0.00</td>
</tr>
</tbody>
</table>

11. **Click on the Back button a few times to get out of the accounting screens.**

---

**LOCATING DOCUMENTS**

**DISPLAYING OTHER PEOPLE’S UNPAID DOCUMENTS**

1. **WebGUI – Click on Display Parked Document** in the submenu.

2. **WinGUI – Click on Display Parked Document** in the Folder.

3. **Click on the Document List button.**

4. **Type in** the Other Person’s JHED ID where yours is:

   Entered by: ODT041

5. **WebGUI – Click on the Execute button**

   **WinGUI – Click on the Time Clock Icon**

6. A list of **Unpaid** documents will display.
VENDOR LINE ITEMS REPORT

RUNNING THE VENDOR LINE ITEMS REPORT

1. WebGUI – Click Vendor Line Items
2. WinGUI – Vendor Line Items in the Folder
3. Type in the Vendor Number or search
4. Scroll down and Select – All Items
5. Enter To and From Posting Dates
6. Scroll down and check all the Types
7. WebGUI - Execute / WinGUI – Clock Icon
8. Locate your Document Number
9. If Cleared (Green) – Double Click to view the Accounting Document
10. Click On the Pmt Method Field and the Search Box next to it to determine Payment Method
11. IF Payment Method was NOT a Check – Clearing Date and Number is when the Funds were released
12. WebGUI - IF Payment Method was a Check – Click Menu – Environment – Check Information
13. WinGUI - IF Payment Method was a Check – Click Environment (Top) – Check Information
14. The Middle Section called Check Information has the Check Number, Date, Amount (May be higher due to combined checks) and the Check Encashment Date
15. Click the Back button a few times to get out of the accounting screens
REQUESTING A DEPARTMENTAL PICKUP

USING PAYMENT TAB TO REQUEST A CHECK FOR PICK UP

1. Access the Parked Incoming Invoices Screen as normal.

2. On the Basic data tab, Click in each field below to enter the necessary information:
   - Vendor Number – You can search on this field if you don’t know the number
   - Invoice Date - Date from the invoice
   - Reference Number – Invoice Number from the invoice
   - Document Type – Should be ZZ Check Request
   - Amount – Total amount of the invoice
   - Text – Place an * at the start of this field to have text display on check

3. In the Lower Spreadsheet Section, Enter the ...
   - G/L Number
   - Amount in Doc Currency
   - Text
   - Cost Center or Internal Order number

4. Press the Enter Key and look for the green check icon at the left of the line.

   Press the Enter key to bypass yellow messages.

   🔄 Net due date on 09/21/2008 is in the past

   Fix Red messages and Press the Enter key.

   🔄 Entry JHEN 0000064028 does not exist in SkB1 (check entry)

5. Click the Payment tab.

   Enter the

   - Pmt Method - 8 for JHU and 9 for JHHS
   - Pmnt Meth Sup - 01

6. Click the Save as completed button.

   Write down the Document Number (bottom left) on the paper invoice.

   🔄 Document 1901047917 JHEN was parked

7. Store your Business Document (upload your PDF invoice copy) as normal.

8. Once the request has been approved and check has been processed, you will receive an email from Accounts Payable informing you to pick up the check from the cashiers office.
**“PATIENT” VENDOR**

**USING THE PATIENT VENDOR TO REQUEST A CHECK BE SENT TO A STUDY PARTICIPANT**

*Special access is needed to use the Patient Vendor feature. Please contact your ZSR initiator to determine if this feature is, or should be available to you*

1. Access the **Parked Incoming Invoices Screen** either via the WebGUI or through ECC.

2. **Click** in each field below to enter the necessary information:

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor</td>
<td>Type the word PATIENT</td>
</tr>
<tr>
<td>Invoice Date</td>
<td>Invoice Date should be today’s date in the MM/DD/YYYY format.</td>
</tr>
<tr>
<td>Reference</td>
<td>You may need to create a unique number such as the participant number plus the date. Do not use real names.</td>
</tr>
<tr>
<td>Document Type</td>
<td>Change it to ZZ or Check Request (may default).</td>
</tr>
<tr>
<td>Amount</td>
<td>Total amount of the check.</td>
</tr>
<tr>
<td>Text</td>
<td>Enter the reason for the check. Could be the study name and session. Do not use the patient’s name.</td>
</tr>
<tr>
<td>G/L</td>
<td>G/L for the patient study. 641007 is the one mainly used.</td>
</tr>
</tbody>
</table>

**Lower Section**

| G/L acct    | 641007 |
### “Patient” Vendor

<table>
<thead>
<tr>
<th>Amount in Doc Currency</th>
<th>Amount of the check.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Amount in doc curr.</strong></td>
<td>50.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Text</th>
<th>Copy this from the top section to appear in BW Reports.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Text</strong></td>
<td>Study Session 4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Order</th>
<th>Budget number to be charged (8 digits long) and begins with an 8 or 9.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Order</strong></td>
<td>9000160000000000 <em>NOT A REAL NUMBER, PLEASE DO NOT USE</em></td>
</tr>
</tbody>
</table>

1. **Press the Enter key.**

2. **Fill in the data and click the green check at the lower left.**

3. **(IF NECESSARY) Fix Red messages and Press the Enter key.**

   ![Entry JHEN 0000064028 does not exist in SKB1 (check entry)](image)

4. **(IF NECESSARY) Press the Enter key to bypass yellow messages.**

   ![Net due date on 09/21/2008 is in the past](image)

5. **Click the Save as Complete button.**

6. **Write down the Document Number (bottom left) on the voucher or paperwork.**

   ![Document 1901047917 JHEN was parked](image)
SEARCHING FOR VENDORS USING WEBGUI

1. **Click** in the **Vendor** field.
2. **Click** on the **paper** icon to the right of the field.
3. When the window opens, click on the **Vendors by Address Attributes** to get the dropdown.
4. Two primary search options are **Vendors (General)** and **Vendors by Address Attributes**.
   - Vendors (General) allows you to search by Vendor Name,
5. Make sure the Category is **Vendors by Address Attributes**.
6. **Click** in the **Name** field and use an (*) before and after the search term.
7. **Click** on the **green check. A results screen will appear.**

8. You can view more details in the results box by holding and dragging the box at the lower right hand side.

9. You can also sort columns by clicking on the headings. **“City”** is a good column to sort on.

10. **Double Click** on the correct Vendor from the list.
SEARCHING FOR VENDOR USING WINGUI

1. **Click** in the **Name** field and use an (*) before and after the search term. Use a smaller portion of the vendor name to make sure that you return the best results. For example, *fed* for Fed Ex (in case it is listed both as Fedex and Fed Ex).

2. Enter a 2* in the Vendor field, to search just for vendor numbers beginning with a 2 (Online Payment vendors). It is good practice to use vendor numbers beginning with ‘2’ for online payment requests. If there is no vendor number beginning with 2, use the available vendor number for the needed vendor.  

![Vendor Search Screen](image)

3. **Click** on the **green check** to initiate the search. A results screen will appear.

   ![Vendor Search Results](image)

4. You can also sort columns by clicking on the headings. **City** is a good column to sort on.

5. The invoice will have a vendor payment address. Use that zip code – including its four-digit extension if provided – to match to the vendor in your SAP list.

6. **Double Click** on the correct Vendor from the list.

7. Once you have checked your Online Payment, before you hit Save as Completed, you will check the vendor name and address against the invoice payment address to verify the correct vendor was selected.

---

1 Vendor numbers beginning with ‘1’ are dedicated to shopping cart request (purchase orders). Vendor numbers beginning with ‘2’ are dedicated to check requests. Vendor numbers beginning with ‘3’ are dedicated to employee expense reimbursements.
SEARCHING FOR G/L NUMBERS

1. Click in the G/L field.

2. Click on the paper icon to the right of the field.

3. A pop-up screen will appear.

4. Make sure the Category is: **G/L account description in chart of accounts**.

5. Click in the **G/L long text** field and use a (*) before and after the search term.

6. Enter *6* into the **G/L account** field to limit results to just G/L accounts for expenditures.

7. WinGUI – Click on the green check.

   WebGUI – Click on the **Start Search** button.

8. Double Click on the correct G/L from the list.

9. When the list displays, sort on the G/L Acct column so that they are in numerical order. You can quickly scroll through large sections this way, to view just the clusters of G/L accounts of interest to you.

   To get an idea of range of expenditure G/L accounts possible, search for all G/L accounts beginning with 6*, increasing Maximum No. of Hits to 5000.

10. Many departments have specific G/L accounts assigned to types of purchases and may be provided upon request.
1. WinGUI – Click on the Editing Options button (last of the yellow buttons).

WebGUI – Menu, Settings, Editing Options

![Image of WinGUI settings]

2. In the **Doc.type option** dropdown (lower right of the screen), select “**Entry with short name**”

3. Click on the save button at the top of the screen (or the **Change User Master** button in the web version of Online Payment)

4. You will see a message in the lower left that the settings have been entered/saved.

5. You will need to Cancel or Exit from the Online Payment screen and return for the Document Type to display. In the WinGUI, you may need to close the screen completely with the x in the upper right corner, and re-open a new SAP Easy Access Menu from the ECC tab. In the WebGUI, **click** on the **Online Payment Request** Role link to re-set.
SETTINGS: DEFAULTING THE DOCUMENT TYPE TO ZZ (CHECK REQUEST)

1. Open Maintain Own User Parameters:
   - **WinGUI** (ECC), open the End User Role, and double click Maintain Own User Parameters.
   - **WebGUI** (web version), click on the gray arrow (pointing right) next to the Menu button.
     Type the code `/nsmen` in the transaction field (white box) and press the Enter key.
     Type the code `su3` in the transaction field (white box) and press the Enter key.

2. Maintain Own User Parameters will display with the Address tab displayed.

3. Click on the Parameters tab.

4. Scroll down to the bottom of the fields to a new line.

5. Type the code `BAR` in the Parameter ID column.

6. Press the Tab key.

7. Type ZZ in the Parameter Value column.

8. Press Enter.

9. Click the Save action button.

10. Re-open Online Payment screen.

11. ZZ (Check Request) should display in the Document type field.
ADDITIONAL RESOURCES

Accounts Payable Shared Services – ssc.jhmi.edu

Services:

- Help Desk for Online Payments and Travel Requests – 443-997-6688
- Forms Page - to Add a Vendor – Use the W9 and Add form
- Forms Page - to Change a Vendor – Use the add form
- Forms to fax the invoice

Forms: ssc.jhmi.edu – Click ACCOUNTS PAYABLE – Forms

SAP@Hopkins blog – http://spathopkins.org

JHM SAP Training 410-735-7065 saptraining@jhmi.edu