Making Credit Card Postings on VPOS

A number of people have been entering SAP General Ledger information incorrectly when creating a credit card payment on VPOS.

A common error is to enter 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 do a search by using the SAP crosswalk at the following link:

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

Another common error is to enter the SAP cost center or internal order and fund into the wrong fields. 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.

If you fail to attach the correct SAP codes to a credit card payment, the revenue may not to be recorded, or it may be recorded to another department’s revenue.

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