# Radiology  MRI Service Center

*Online Statement Guide*

# Radiology MRI Service Center
## *Online Statement Guide*

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- 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
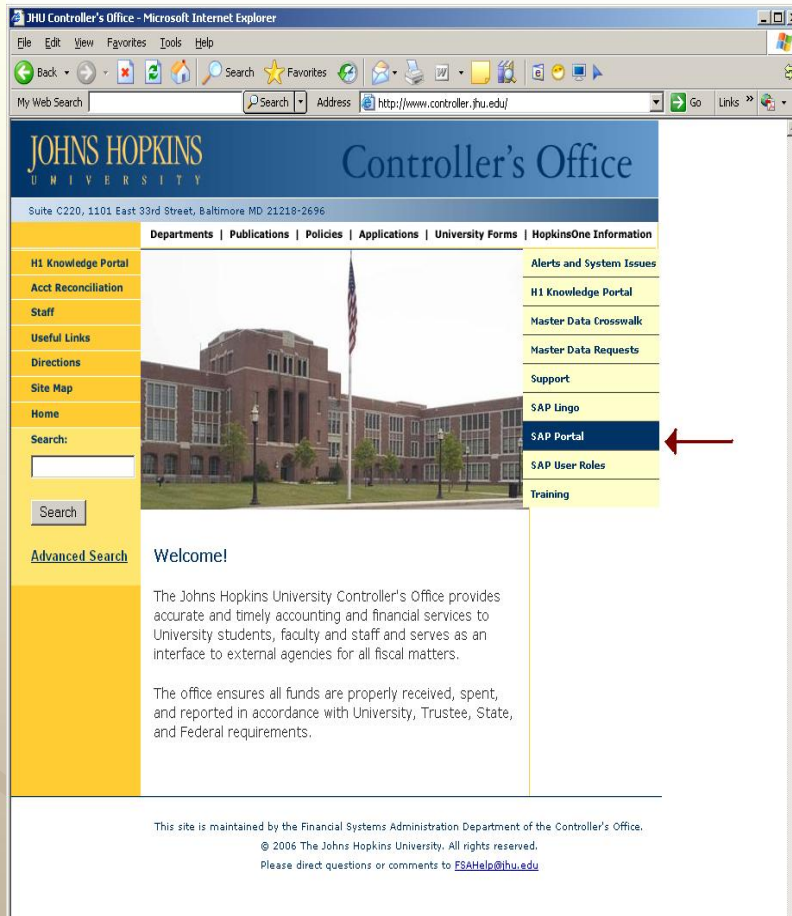## *Your Online Statement Looks Like This.*

# Radiology MRI Service Center
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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 **service center** used, **PI on the grant** charged, **scanner used**, **date of service**, and **actual user of the scanner**.

- 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 http://www.finance.jhu.edu

- Under the header "Hopkins One" click "SAP Portal".

# Radiology MRI Service Center
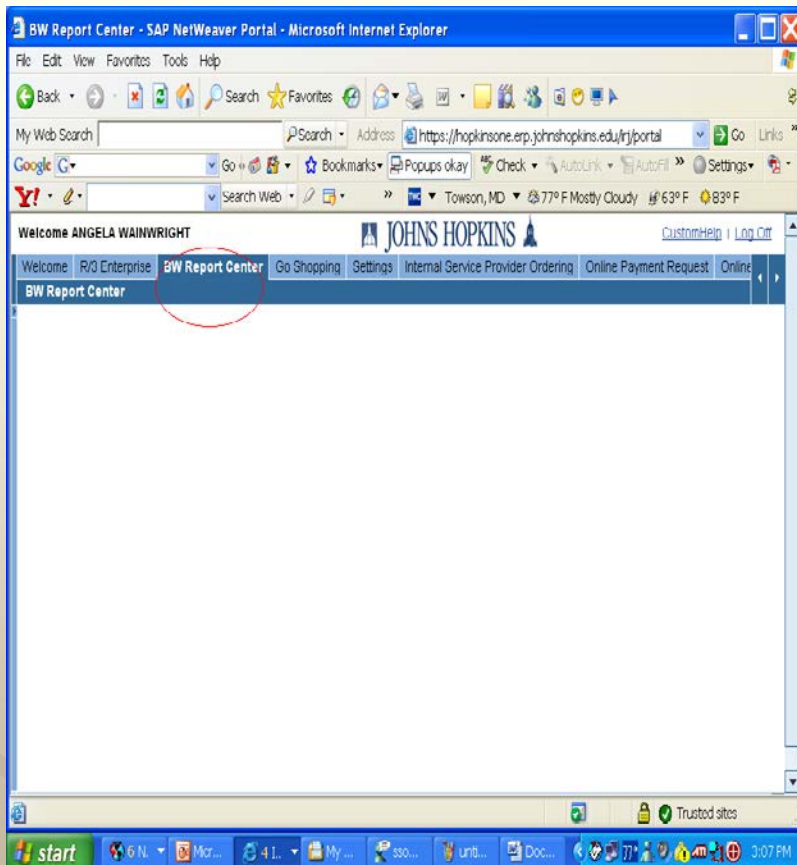## *Online Statement Guide*



- Log into Hopkins One (SAP) with your JHED User ID and Password.

# Radiology MRI Service Center
## *Online Statement Guide*



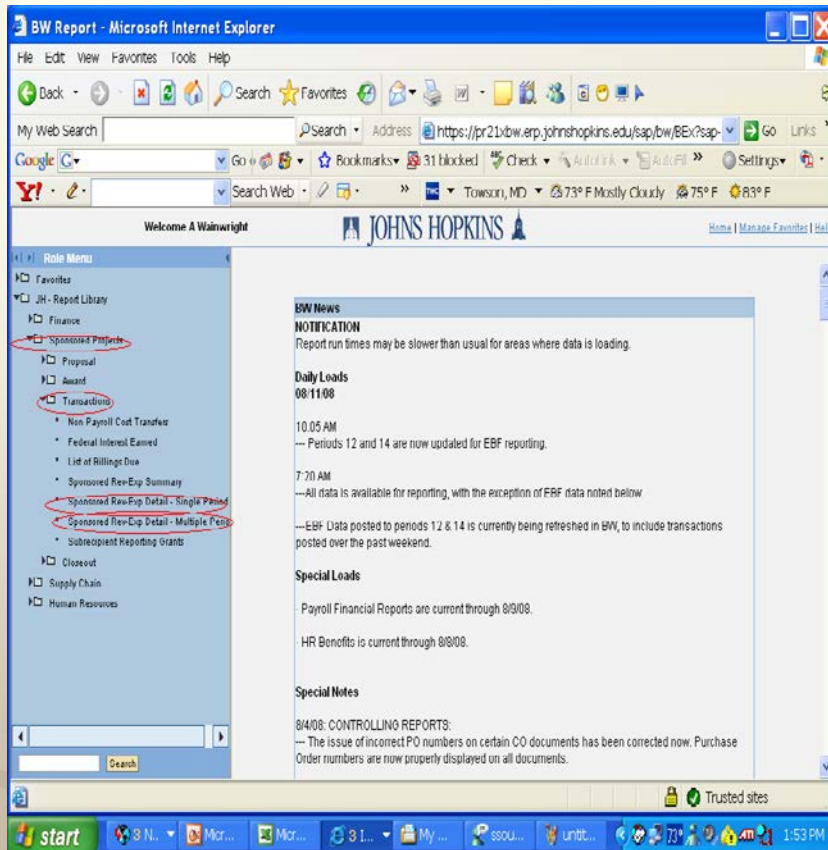- **Once the frame opens, click the tab "BW Report Center", (circled in red).**

# Radiology MRI Service Center
## *Online Statement Guide*
### *( Sponsored Accounts )*



- Once the Business Warehouse Report Center (BW) opens in a new window, follow the steps below.

- (1) Click on the **JHU Report Library**

- (2) **Sponsored Projects**

- (3) **Transactions**

- (4)**Sponsored Rev-Exp Detail** - Single/Multiple

# Radiology MRI Service Center
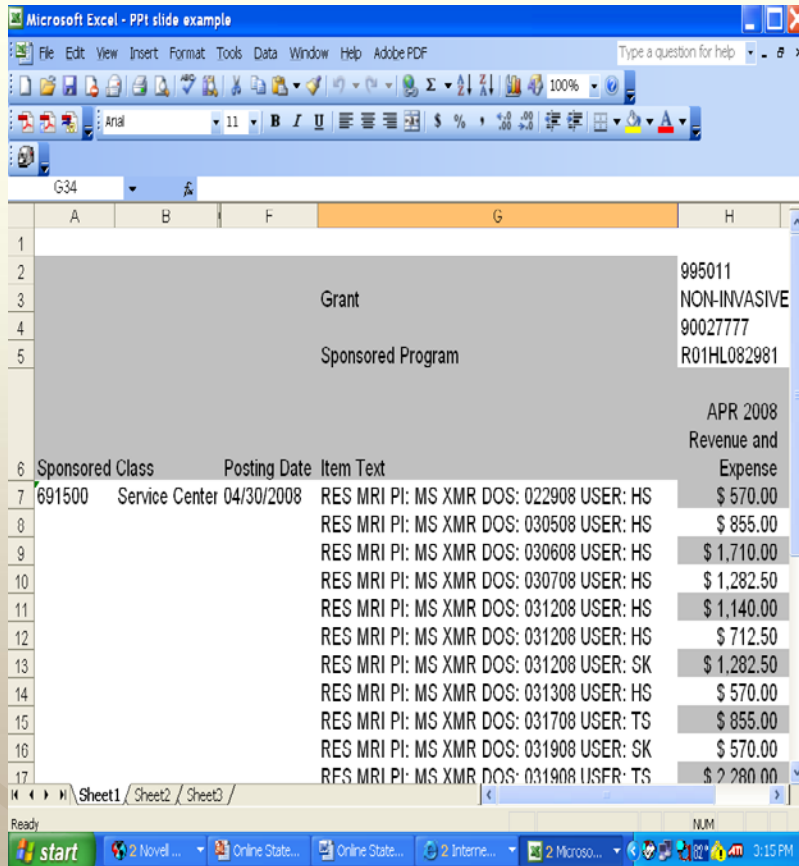## *Online Statement Guide*
### *(Sponsored Accounts )*



- In the **Sponsored Program** 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.

# Radiology MRI Service Center
## *Online Statement Guide*
### ( *Sponsored Accounts* )



- 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.

# Radiology MRI Service Center
## *Online Statement Guide*

- 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 kleather@jhmi.edu

# 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.