

Radiology MRI Service Center

Online Statement Guide

0011

- 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.

0011

Microsoft Excel - Ppt slide example

File Edit View Insert Format Tools Data Window Help Adobe PDF Type a question for help

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				995011	
				NON-INVASIVE	
				90027777	
				R01HL082981	
				APR 2008	
				Revenue and	
				Expense	
6	Sponsored Class	Posting Date	Item Text		
7	691500	Service Center	04/30/2008	RES MRI PI: MS XMR DOS: 022908 USER: HS	\$ 570.00
8				RES MRI PI: MS XMR DOS: 030508 USER: HS	\$ 855.00
9				RES MRI PI: MS XMR DOS: 030608 USER: HS	\$ 1,710.00
10				RES MRI PI: MS XMR DOS: 030708 USER: HS	\$ 1,282.50
11				RES MRI PI: MS XMR DOS: 031208 USER: HS	\$ 1,140.00
12				RES MRI PI: MS XMR DOS: 031208 USER: HS	\$ 712.50
13				RES MRI PI: MS XMR DOS: 031208 USER: SK	\$ 1,282.50
14				RES MRI PI: MS XMR DOS: 031308 USER: HS	\$ 570.00
15				RES MRI PI: MS XMR DOS: 031708 USER: TS	\$ 855.00
16				RES MRI PI: MS XMR DOS: 031908 USER: SK	\$ 570.00
17				RES MRI PI: MS XMR DOS: 031908 USER: TS	\$ 2,280.00

Sheet1 Sheet2 Sheet3

Ready NUM 3:15 PM

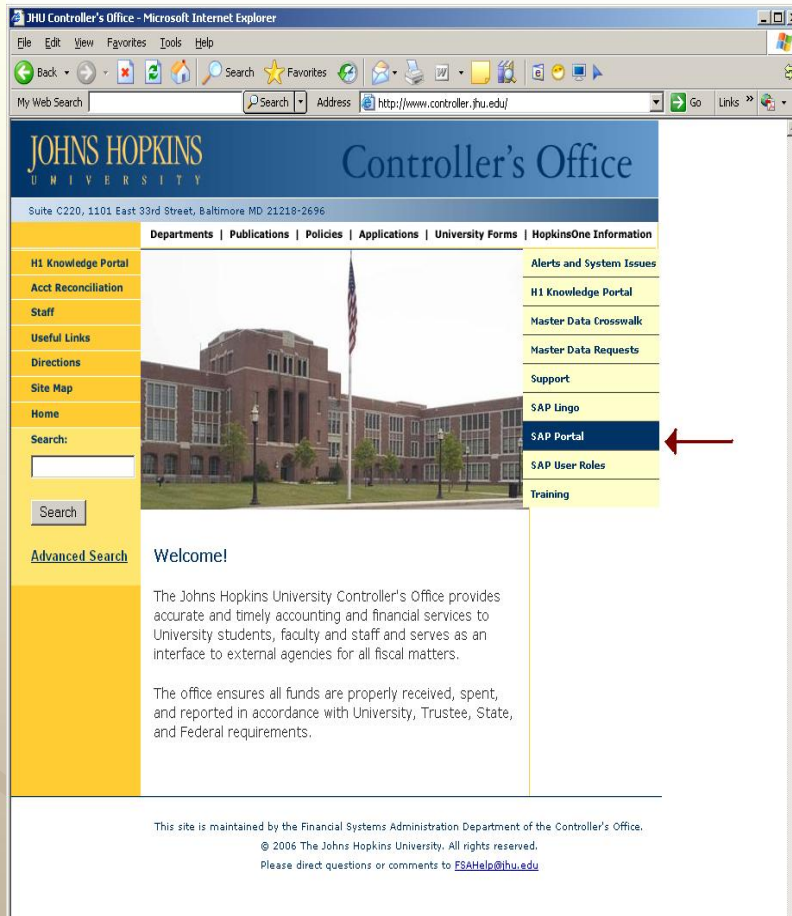
Radiology MRI Service Center

Online Statement Guide

0011

- 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.

Radiology MRI Service Center *Online Statement Guide*



- 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*

0011

Johns Hopkins Enterprise Authentication - v5.0.5-11 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

My Web Search Search Address https://portal.johnshopkins.edu/cgi-bin/allnonelogin.pl?BAS1 Go Links

JOHNS HOPKINS ENTERPRISE AUTHENTICATION

HOPKINSONE LOGIN

Please enter your JHED ID and Password
[First Time JHED Users Click Here](#)

JHED ID:

Password:

[Forgot Password?](#)

ENTERPRISE LOGIN INFO | FORGOT PASSWORD?

Welcome to the **Johns Hopkins Enterprise Login**.

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.

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 permission, without the need to enter multiple passwords. Single sign-on reduces human error, a major component of systems failure and is therefore highly desirable but difficult to implement.

We also have a [Frequently Asked Questions](#) section available for more information and help.

[Login Problems? Click here for Non-JavaScript Version.](#)

For Security Reasons, please close all Web Browsers when finished.

Use of the Johns Hopkins Enterprise Directory (JHED) Computer System shall be solely for the business purposes of the Johns Hopkins Institutions. Unauthorized use may subject you to criminal prosecution. Use of this system is monitored. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal or adverse action. Use of this system constitutes consent to monitoring for these purposes, and for any other purpose related to the business interests of the Johns Hopkins Institutions, or as needed to protect system resources.

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Trusted sites

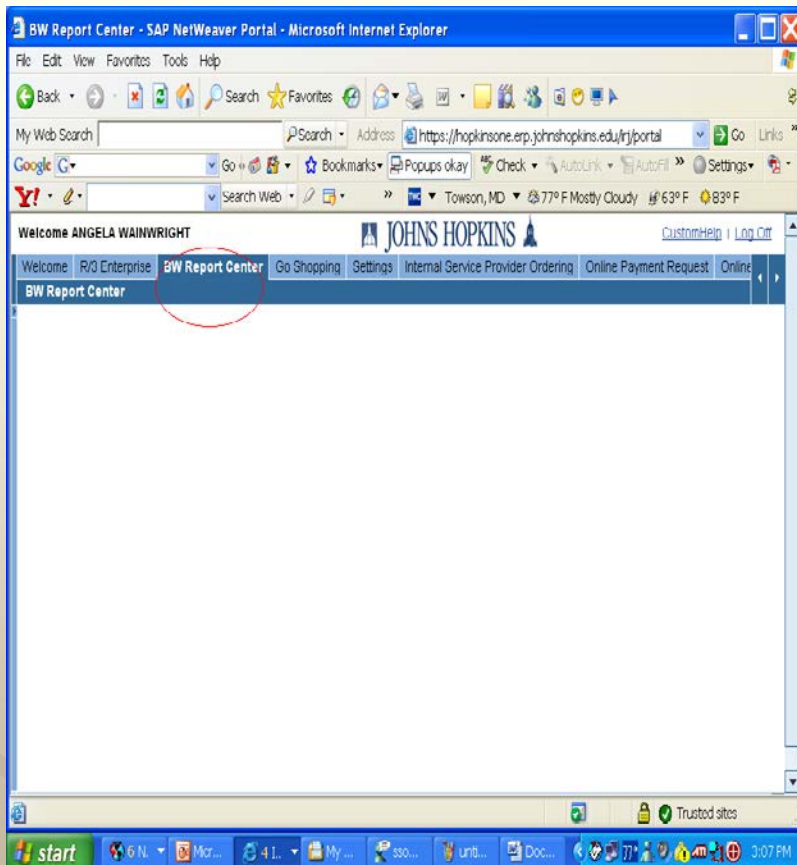
- Log into Hopkins One (SAP) with your JHED User ID and Password.



Radiology MRI Service Center

Online Statement Guide

0011



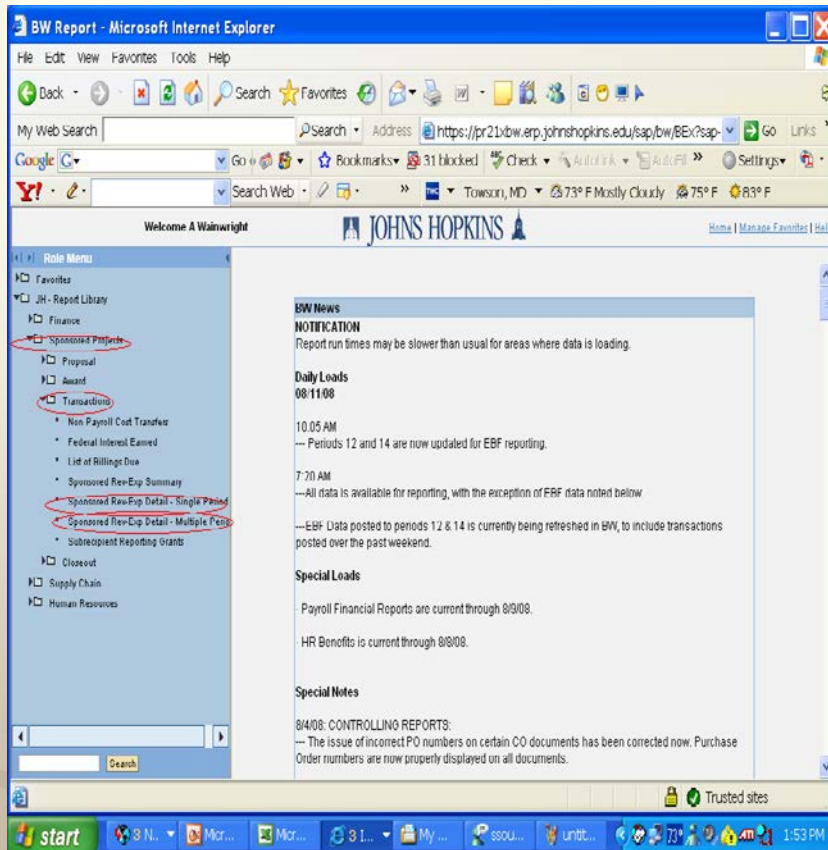
- **Once the frame opens, click the tab “BW Report Center”, (circled in red).**



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)

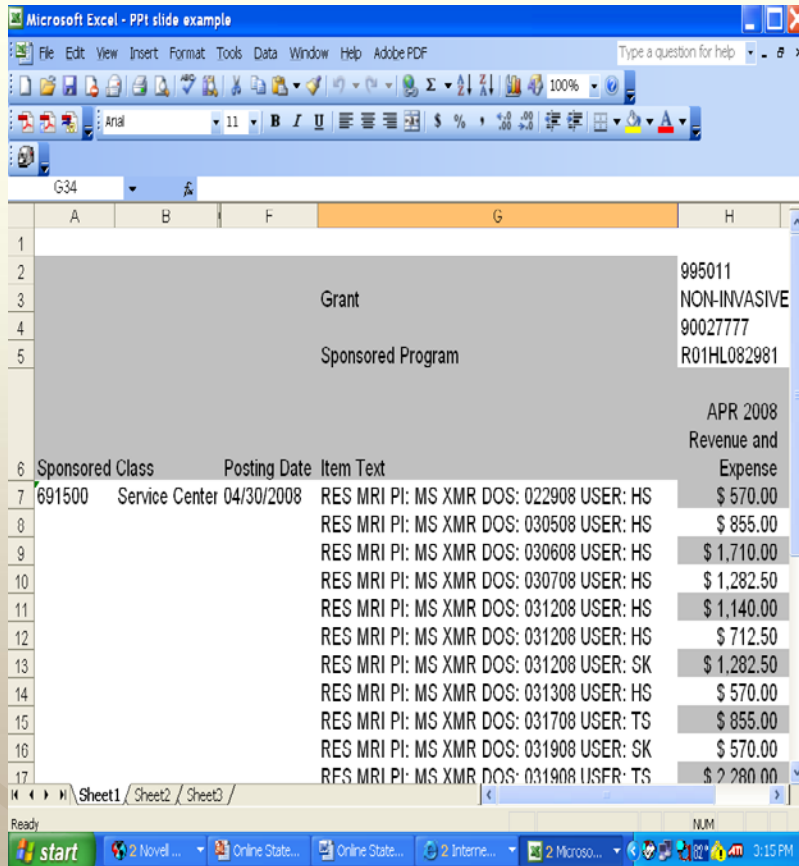
0011

- 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*)



The screenshot shows a Microsoft Excel spreadsheet with a table of MRI service charges. The table has columns for 'Sponsored Class', 'Posting Date', 'Item Text', and 'Revenue and Expense'. The data is as follows:

Sponsored Class	Posting Date	Item Text	Revenue and Expense
691500	Service Center 04/30/2008	RES MRI PI: MS XMR DOS: 022908 USER: HS	\$ 570.00
		RES MRI PI: MS XMR DOS: 030508 USER: HS	\$ 855.00
		RES MRI PI: MS XMR DOS: 030608 USER: HS	\$ 1,710.00
		RES MRI PI: MS XMR DOS: 030708 USER: HS	\$ 1,282.50
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		RES MRI PI: MS XMR DOS: 031708 USER: TS	\$ 855.00
		RES MRI PI: MS XMR DOS: 031908 USER: SK	\$ 570.00
		RES MRI PI: MS XMR DOS: 031908 USER: TS	\$ 2,280.00

- 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

0011

- 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



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0011

- 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.

