December 1, 2012

Dear Colleagues,

As we enter our fifth year since conversion to SAP, we felt it necessary to update the Account Reconciliation Guide as our knowledge base has expanded and some of our processes have changed with system upgrades and process improvements to SAP.

The objective of the monthly transaction review has not changed. Our goal remains to assure that expenditures are:

- Correctly charged
- Allowable for the cost object being charged in accordance with regulations and policies
- Allocable to the cost object being charged
- Appropriately approved and documented
- Recorded in a consistent manner in accordance with the JH Cost Disclosure Statement

While the objectives of reconciliation remain the same, we hope that the tasks involved have become easier and more efficient with our increased experience. It is hoped that the creation of additional tools, such as e-mailed Sponsored and Non-Sponsored monthly statements, Sponsored Dashboards, and better use of Oculus to store grant documents for easy reference by department users, has aided even further.

There are now a variety of classes offered ranging from the general BW Navigation and Account Reconciliation, to more in-depth classes focused on particular processes in SAP. One initiative currently underway, that will make a positive impact from both the Principal Investigator’s perspective and the Department Administrators’ perspective is the PI Partners Reporting Tool which went live on November 15th, 2012.

The revised version of this Guide reflects updates to the SAP environment, and does not change the principles of month account review.

Sincerely,

Greg Oler
Controller
The Johns Hopkins University

Frank Bossle
Executive Director
Office of Hopkins Internal Audits
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