

Preface

May 1, 2021

Dear Colleagues,

As we are in our fourteenth 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, the Sponsored Compliance Dashboards, and better use of Oculus to store grant documents for easy reference by department users, has aided even further.

There are a variety of classes offered ranging from the general Analysis Navigation and Account Reconciliation, to more in-depth classes focused on particular processes in SAP. The user will note that many images used for demonstration purposes reflect BW Reports, which has since updated to Analysis, however the actual reports have not changed.

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

Sincerely,

Scott Jonas
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Jim Jarrell
Chief Audit Officer
Office of Hopkins Internal Audits