

# AP - Disbursement Processor

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## **Purpose/Definition**

Within Accounts Payable (AP), the Disbursement Processor role is responsible for producing payments in the form of checks, Electronic Funds Transfer (EFT), or Automated Clearing House (ACH) for any business area or vendor requiring payment for goods and/or services rendered.

## **Mapping Guidance**

This role must be mapped to positions within Accounts Payable Shared Services.

## **Mapping Rules**

Positions that receive this role CANNOT be mapped with following role(s):

- AR - Accountant
- AR - Administrator
- AR - Billing Specialist - Non-Sponsored
- BN - Benefits All
- CM - Cash Accounting
- CM - Cash Receipt
- GL - Chart of Accounts Master Data Maintenance
- GL - Finance Closing Specialist
- IMWM - IM Inventory Administrator
- MD - Central Processor
- MD - Display
- MD - Material Master Records Processor
- MD - Vendor Master Records Processor
- SRM - Buyer Professional
- SRM - Delegated Buyer

Positions that receive this role MUST be mapped with following role(s):

- SRM - Purchasing Display

## **Responsibilities**

- Clear vendor invoices in the Accounts Payable sub ledger.
- Maintain Check Register by Business Area and forward to appropriate areas for Inter-Business Area generation of EFTs.
- Maintain SAP check register for specific bank accounts from which checks are issued.
- Prepare managerial reports.
- Process account payments.
- Process and distribute reports to appropriate persons within the departments/divisions.
- Process Positive Pay Files to the banks.
- Process void and re-issuance of checks.

- Process, print and dispatch checks, EFTs, and ACHs.
- Review the Proposal Report with appropriate areas, and modify Proposal Report as requested or required to do.
- View Accounts Payable data for various departments/ divisions within Hopkins.

### **Tools**

- Intranet/Internet
- SAP Business Suite

### **Knowledge and Skills**

The following knowledge and skills are required prior to SAP End User Training:

- Read and write English sufficiently to complete the SAP Transactions.
- Use a PC or MAC and its operating system and browser to access a website on the Hopkins intranet.

Knowledge of:

- Invoice processing from receipt of invoices to payment.
- Maintaining the Accounts Payable check register
- Policies and procedures for producing and printing checks
- Various payment processing methods (i.e. checks, EFT, ACH)

Required knowledge and skills can be obtained from established training programs in JHU and JHHS.

NOTE: The HopkinsOne Project will provide SAP End User Training that includes training on:

- How to perform SAP transactions.
- How SAP transactions relate to the business process.
- How SAP transactions relate to the system as a whole.