

# AP - Display

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## Purpose/Definition

Within Accounts Payable (AP), the Display role is responsible for displaying relevant Accounts Payable information related to invoices and vendor payments.

## Mapping Guidance

This role must be mapped to positions within Accounts Payable Shared Services, Supply Chain Shared Services, and the Supply Chain Master Data Support Organization.

## Mapping Rules

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

- None

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

- IMWM - IM Inventory Display
- IMWM - WM Inventory Display
- SRM - Purchasing Display

## Responsibilities

- Display due data analysis for any open items concerning payments.
- Display vendor information, i.e. – account balances, contact information, status of unpaid invoices, etc.
- Display vendor payment information including check status (cashed or not).
- Effectively communicate/coordinate with departments and/or vendors concerning invoice issues and payment status.

## 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.

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.