

# IMWM - IM Reports

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## **Purpose/Definition**

Within Inventory Management/Warehouse Management (IMWM), the Inventory Management (IM) - Reports role is responsible for displaying inventory information for items in the Material Distribution Center (MDC) or any storage location.

## **Mapping Guidance**

This role must be mapped to positions responsible for viewing inventory information functioning in Supply Chain Shared Services.

## **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):

- None

## **Responsibilities**

- Review and access inventory information.

## **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:

- Using Excel to download financial and non-financial data and create customized spreadsheets for reporting utilizing basic excel formulas (adding, subtracting and sorting).

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.