

MD - Central Processor

Purpose/Definition

Within Master Data (MD), the Central Processor role is responsible for creating and maintaining classification setup for materials and vendors within SAP. This role is also responsible for the processing of the materials period-end processes.

Mapping Guidance

This role must be mapped to positions within the Master Data Support Organization.

Mapping Rules

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

- AP - Disbursement Processor
- AR - Accountant
- AR - Administrator
- AR - Billing Specialist - Non-Sponsored
- CM - Cash Accounting
- IMWM - IM Inventory Administrator
- IMWM - WM Inventory Administrator

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

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

Responsibilities

- Create and maintain classification setup on the vendor and material master records.
- Process the necessary steps within SAP to perform a period-end close.
- Understand the B-List (listing of "bad" tax ID numbers) notification process and its integration with the vendor classification data.
- Understand the meaning and intent of each field of classification data for both materials and vendor records.
- Understand the period-end processes required for the materials management area.
- Understand the searching and reporting criteria available to users as they relate to vendor and material classifications.
- Understand the W-9 and 1099 process and its integration with the vendor classification data.

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:

- B-List notification process
- W-9 and 1099 process

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.