

MD - Material Master Records Processor

Purpose/Definition

Within Master Data (MD), the Material Master Records Processor role is responsible for creating, maintaining, and inactivating Material Master Records.

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):

- AA - Administration - Closing
- AP - Disbursement Processor
- AR - Accountant
- AR - Administrator
- AR - Billing Specialist - Non-Sponsored
- IMWM - IM 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

- Analyze departmental requests to determine whether a record should be created or changed.
- Communicate and coordinate with departments concerning Material Master record adds, updates and inactivations.
- Coordinate changes to Material Master Records across SAP Business Suite and external systems.
- Create all Material Master Data Records views in SAP (i.e. basic, purchasing, etc.) of stock and non-stock materials (for example, items such as syringes, beakers, etc.).
- Maintain all Material Master Data Records views, with the exception of Material Requirements Planning (MRP) data for stock and non-stock materials.
- Process requests for Material Master Records additions, changes, or inactivations.
- Request manufacturer setup as necessary.
- Understand criteria for creating, changing, or inactivating a Material Master Record.
- Understand how to extend material records to an individual storage location.

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:

- Materials, including how these records guide procurement and inventory management.
- The following materials specifications and how to input them, for example: material number, short text description, unit of measure, material group, and material type.

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.