EMORY
DIVISION OF FINANCE

Compass 9.2 Training
Participant Exercise Worksheet

Exercise 1: Creating a New Expense Report – Part I

Expense Reports are used to reimburse Emory employees for out of pocket expenses and to pay the Emory Corporate Card.

Objectives

After completing this lesson, you will be able to:

- Create a new Expense Report with Header and Line Level Edits
- Enter a Default Location
- Add Supporting Documentation
- Change Location at the Line Level
- Add Default Accounting for Expense Report
- Split a Receipt between two Expense Types
- Save for Later

Time: 20 minutes

Scenario: You recently traveled to **Alexandria, VA** for a Compass conference where you presented a paper. You traveled by air to **Washington, DC** and paid to **check one bag**, all with personal funds.

Navigate to **Employee Self-Service > Travel and Expense Center > Expense Reports > Create/Modify**

1. **Add A New Value** tab
2. Leave the default **Empl ID**
3. Click **Add**

HEADER

FIELD	DEFINITION	INPUT
BUSINESS PURPOSE	Predefined business reasons for trip. In the case of multiple trips, enter the purpose for the trip with the most expenses.	Meeting
REPORT DESCRIPTION	Additional information about trip. In the case of multiple trips, enter the purpose for the trip with the most expenses.	Compass Training
REFERENCE	Local, Travel or Non-Travel	TRAVEL
DEFAULT LOCATION	Optional: For travel related expenses, enter the location based on the City name. In the case of multiple trips, enter the City Name for the trip with the most expenses.	Alexandria, VA
ATTACHMENTS	Upload supporting documentation for expenses	Attach Libraries > Pictures > Sample Pictures > Chrysanthemum (or something similar)

PERSONAL EXPENSES

FIELD	DEFINITION	INPUT
DATE	Date of Expense	Select Tuesday of last week
EXPENSE TYPE	Select the appropriate Expense Type from the drop down menu. The Expense Type Controls which account will populate.	**Airfare (Domestic)**
DESCRIPTION	Describe your expense.	**Roundtrip ATL – DC for Compass presentation**
AMOUNT	Enter the amount of the expense.	**400.00**
LOCATION	Your flights were in and out of Washington DC. You'll need to change your location at the line level.	**Washington, DC**
TICKET NUMBER	Enter a unique value, otherwise, a duplicate ticket error may occur. Enter your 10-digit office or mobile phone number. All data is removed nightly.	**Nnn-nnn-nnnn** (unique numbers)
MERCHANT NAME	Enter the merchant name.	**Tbiz Travel**
RECEIPT SPLIT	Use the Receipt Split link to split one receipt between multiple Expense Types	Expense Type: **Baggage (Domestic)** **Split** Amount Spent: **25.00** **Update** **Done**
SAVE	Once you've added your first expense line, you can Save your expense report. This allows you to retain all your work should you be pulled away from your Expense Report unexpectedly.	**Save for Later**
ACTIONS: DEFAULT ACCOUNTING FOR REPORT	Select this to populate the SpeedType for the entire Expense Report. All Splits must equal 100%. Dollar amount splits may occur at the line level. The option to add default accounting is only available once you have selected the first Expense Type which is why it is located here and not earlier.	Enter **0000000455** (ECAS: Linguistics) **OK**
SAVE		**Save for Later**

KNOWLEDGE CHECK

Knowledge Check: Creating an Expense Report

Time: 5 minutes

Review the questions below and answer on this worksheet. We will discuss answers as a group.

1. How do you create an Expense Reports for multiple locations?

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    ____

    ____

2. When might you use the receipt split option?

    ____

    ____

    ____

Exercise 2: Creating a New Expense Report – Part II

Expense Reports are used to reimburse Emory employees for out of pocket expenses and to pay the Emory Corporate Card.

Objectives

After completing this lesson, you will be able to:

- Add Attendees to a Group Meal
- Itemize a Hotel bill
- Save for Later

Time: 15 minutes

Scenario: This is a continuation of your trip to Alexandria, VA

You used your personal credit card to pay for a **3-night hotel stay** with **copying** charges at the hotel, and a **group meal** with 2 associates.

Navigate to **Employee Self-Service > Travel and Expense Center > Expense Reports > Create/Modify**

1. **Find an Existing Value** tab

2. Leave the default **Empl ID**
3. Click **Search**

FIELD	DEFINITION	INPUT
INSERT LINE ( )	Inserts additional lines to report personal expenses.	
DATE	Date of Expense	Select Tuesday of last week
EXPENSE TYPE	Select the appropriate Expense Type from the drop down menu. The Expense Type Controls which account will populate.	**Meal Group < (Domestic)**
DESCRIPTION	Describe your expense. Click on Modal (pop-up) icon to expand the field.	**Dinner with Emory Colleagues attending training**
AMOUNT	Enter the amount of the expense. If you need to enter an amount in a foreign currency, use the magnifying glass to select the appropriate currency code. This will populate the Exchange Rate field.	**82.50**
MERCHANT NAME	Enter the merchant name.	**Fish Market Restaurant**
ATTENDEES	Attendees link populates for ***Business Meal < 10*** Expense Type. You must populate the attendee's names per IRS requirements. Enter names with format Last, First.	Name: **White, Belva** Company: **Emory University** Name: **Paye, Anita** Company: **Emory University** **OK** **Amount: $82.50** **Merchant: Fish Market Restaurant**
NO RECEIPT	If you do not have a receipt for your Expense, you must select the No Receipt checkbox. You are required to enter a reason for the missing receipt. **Policy:** Receipt Requirements Corporate Visa Card expenses > $75. Out of pocket expenses > $25	Leave unchecked
INSERT LINE ( )	Inserts additional lines to report personal expenses.	
DATE	Date of Expense	Select Tuesday of last week
EXPENSE TYPE	Select the appropriate Expense Type from the drop down menu. The Expense Type Controls which account will populate.	**Lodging (Domestic)**

FIELD	DEFINITION	INPUT
DESCRIPTION	Describe your expense. Click on Modal (pop-up) icon to expand the field.	**Lodging for duration of training**
AMOUNT	Enter the amount of the expense. If you need to enter an amount in a foreign currency, use the magnifying glass to select the appropriate currency code. This will populate the Exchange Rate field.	**495.00**
NUMBER OF NIGHTS	This additional field is required for lodging expenses.	**3**
MERCHANT NAME	Enter the merchant name	**Hilton Hotels**
ITEMIZE HOTEL BILL	The Itemize Hotel Bill wizard walks you through the process of creating separate lines for each of the applicable charges on your hotel receipt. Always choose Room Charge. Room Service represents meals charged to your hotel bill. *Itemize Hotel Bill is applicable to Domestic Lodging Only. International Lodging should use the Receipt Split functionality.*	☒ **Room Charge** ☒ **Misc Charges** **Continue** Room Rate: **160.00** **Continue** Select Expense Type: **Copy and Printing Costs** Amount: **15.00** **Continue** **Done**
SAVE FOR LATER	Saves your expense report and checks for errors.	**Save for Later**

KNOWLEDGE CHECK

Knowledge Check: Creating an Expense Report

Time: 5 minutes

Review the questions below and answer on this worksheet. We will discuss answers as a group.

1. Under what circumstances does the IRS require you to list the attendees associated with an expense

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   ____

2. What are you options when you don't receive the **Congratulations** message after completing the Hotel Wizard?

   ____

   ____

Exercise 3: My Wallet

Emory employees with Emory Chase Visa cards will have their charges automatically added to My Wallet in Compass.

All My Wallet transactions must be reconciled within the charge card closing period, otherwise a late fee is assessed which is not reimbursable.

Objectives

After completing this lesson, you will be able to:

- Access My Wallet to view charges on your Emory Corporate Visa
- Reassign Expense Types not mapped to an existing Emory Expense Type
- Add charges to your expense report
- Save for Later

Time: 10 minutes

Scenario: This is a continuation of your trip to Alexandria, VA

You used your Emory Corporate Visa card and need to bring two of these charges into your current expense report.

Navigate to **Employee Self-Service > Travel and Expense Center > Expense Reports > Create/Modify**

1. **Find an Existing Value** tab
2. Click **Search**
3. If you only have one expense report, it opens automatically. Otherwise, select the expense report you created earlier in this course.

VISA CORPORATE CARD EXPENSES (UNIVERSITY ONLY)

FIELD	DEFINITION	INPUT
MY WALLET	The My Wallet Link will show you a count of unassigned Corporate Card charges. Select the link to review and add available charges	Select 1 expense with a valid Expense Type Select 1 expense with the **REASSIGN EXPENSE TYPE** Expense Type
REASSIGN EXPENSE TYPE	Charges must have a valid and accurate Expense Type. Select the **REASSIGN EXPENSE TYPE** link to assign an expense type.	For selected **REASSIGN EXPENSE TYPE**, change type to one closely matching the merchant. **Return to My Wallet** **Done**

SAVE FOR LATER

FIELD	DEFINITION	INPUT
SAVE FOR LATER	Saves your work, generates an Expense Report ID and allows you to submit your Expense Report for Approvals	**Save for Later**

KNOWLEDGE CHECK

Knowledge Check: My Wallet

Time: 5 minutes

Review the questions below and answer on this worksheet. We will discuss answers as a group.

1. What do you do when Compass is unable to match the merchant with an existing Emory Expense Type?

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   ____

2. Are you able to use **Receipt Split** on **My Wallet** transactions?

   ____

   ____

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Exercise 4: Submitting an Expense Report *(optional if time permits)*

The final step is to submit your Expense Report. It will not route for approval until this step is complete.

Objectives

After completing this lesson, you will be able to:

- Provide additional notes for approvers
- Certify Expense Reports
- Submit Expense Reports for approval
- Withdraw submitted Expense Report

Time: 20 minutes

EXPENSE REPORT SUMMARY AND SUBMISSION

FIELD	DEFINITION	INPUT
SUMMARY AND SUBMIT	This is the final page before submitting your Expense Report.	**Leave Blank**
NOTES	Use this field to provide additional information for approvers.	Enter a note you'd likely show to an approver. **Save for Later**
CERTIFICATION CHECKBOX	This box certifies Emory policy compliance and accuracy of expenses prior to submission of the Expense Report into Workflow. It is a required field.	**Check the Certification Box**
SUBMIT EXPENSE REPORT	This button submits your Expense Report into Workflow. You will receive a confirmation page prior to final submission.	**Submit Expense Report**
REFRESH APPROVAL STATUS	Shows the report status and the approval routing and history.	**Refresh Approval Status**
WITHDRAW EXPENSE REPORT	Remove an expense report from the approval process to either modify or delete. ⚠ Once submitted, use the **View** Expense Report menu to withdraw a submitted but not approved expense report. ⚠ Only expense reports with a **Pending** status may be edited using the **Modify** menu.	**Withdraw Expense Report**

KNOWLEDGE CHECK

Knowledge Check: Submitting an Expense Report

Time: 5 minutes

Review the questions below and answer on this worksheet. We will discuss answers as a group.

1. Where do you provide additional information to your approvers?

   ____

   ____

   ____

2. What is the final step to send an Expense Report into workflow?

   ____

   ____

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Supplemental job aid is available.