Expense Type Tips

A ‘Human Subjects’ Expense type has been approved and can be found under Non-Travel Expenses.

- Expense Type Category: Non-Travel Expenses
- Expense Type: Human Subject Exp
- GL Account: 68715
- Account Name: Human Subject Exp

**JOB AID:** Expense Type Categories

Emory Express Update

The SWAT team continues to work through the identified issues and concerns.

- **SAM** – SWAT team is making progress as they work through the Salesforce tickets. There are still instances requiring current DUN numbers.

- **Emory Express Approver** training and workflow issues: the number of tickets is decreasing as Emory Express approvers complete their required training and are granted access within 2 business days of completion. *[Reminder: All Emory Express approvers, must complete the’ Emory Express for Approvers’ eLearning, course # 260533 in order to have the required access to approve transactions.]*

- **Account Codes** have been fixed. The ‘inactive codes’ have been loaded back into the system.

- **Non-catalog** items are now available. Look for the redesigned form under the Popular Forms section. *[Job Aid coming soon]*
Viewing Historical Documents in Emory Express: The Project Team is currently testing the “fix” that will allow users access to historical documents. Expect to see implementation of the fix within the next few days.

Salesforce Ticket Management

Tip: Submit 1 issue per ticket. Keep in mind that each issue may have to be resolved by a different subject matter expert and including 2-3 issues on a single ticket can slow down the process.

Tip: Check the status of your ticket in Salesforce rather than sending an additional ticket or email to the Finance Support Center.

JOB AID: How to Track My Ticket