

# Compass 9.2

November 21, 2016

## 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**

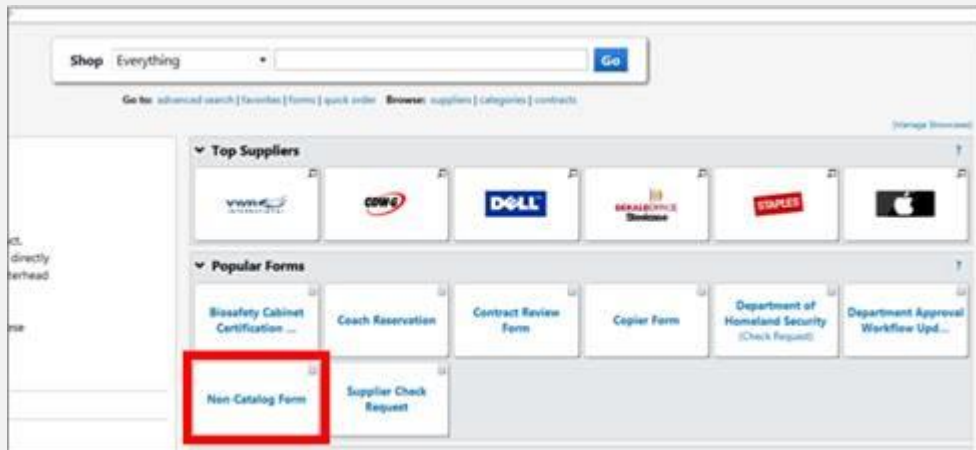
Account Name: **Human Subject Exp**

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- ❑ **Viewing Historical Documents in Emory Express:** The Project Team is currently testing the “fix” that will allow users access to historical documents.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](#)

