Compass 9.2
November 16, 2016

Locate a SpeedType

In Compass 9.2 we are using the delivered PeopleSoft functionality, SpeedType instead of SmartKey. To locate an existing SpeedType (formerly SmartKey), use this navigation.

Set Up Financials/Supply Chain>Common Definitions>Design ChartFields>Define Values>Emory SpeedChart Maintenance
> **JOB AID:** How Do I View a SpeedType and the Associated ChartFields?

"How Do I" Questions
(How do I edit journals….find guest info…create an expense report….approve an expense report…claim a wire for direct journal…submit a workflow change request....create a payment request…)

Many of the questions fielded by the Finance Support Center can be quickly resolved by pointing Compass users to the **Job Aid Library**. There are more than 150 job aids that provide step by step instructions for completing transactions or locating Compass information. The Job Aids are categorized by Module (AP, T&E, and GL etc.) and are in an easily searchable format. [Note: Job Aids are also available on individual Compass pages as Related Content.]

Authorizing Expense Entry to Another User
Main Menu > Employee Self-Service > Travel and Expense Center > Profiles and Preferences > Delegate Entry Authority
> **JOB AID**: How Do I Delegate Expense Entry Authority?

Reimbursing Students Who are Employees

If a student is also an employee, the application used (Expense or Accounts Payable) depends on the activity. If the activity was related to a student activity, then Accounts Payable should be used. If the activity was related to an employment activity, then the Expense Module should be used.

When in the **Expense Module**, the student/employee should have an EmplID due to their employment status. This EmplID will drive the report.

When in the **Accounts Payable Module**, the student's name should be found via look-up, utilizing their student ID number, the data comes from the student system. Users must be granted special security to create payment requests for students.

Choosing an Expense Type

There are 70 different Expense Types tied to specific Accounts. You must select the option that is the best fit.
JOB AID: Compass 9.2 Expense Types

Best Way To Get Compass 9.2 Help

In order to provide the correct answer to your question as quickly as possible, log a ticket online with **Finance Support Center (FSC)**. The FSC coordinates support among a group of 25 subject matter experts so that the most appropriate expert is contacted to address your specific question.
Online: https://eufinancesupportcenter.force.com/login

Our goal is to provide you with the **right** answer as soon as possible.   You will receive an email from the Finance Support Center confirming that they received your request for assistance.