



Compass 9.2

❄ December 1, 2016 ❄

Student Expense Reimbursement (non-employee)

The payment request process may be used for many non-purchase order payments including the ability to reimburse Emory students for university expenses.

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.

Job Aid: [How Do I Reimburse Student Expenses](#)

Accounts Payable – Voucher Search

TIP: What if I need to view Compass 9.0 Payment Requests? (University)

If you need to view a Payment Request that was submitted and approved prior to November 14, 2016, use the following steps. (NOTE: Use the **Payment Request WorkCenter** to view all of your 9.2 payment requests.)

Main Menu > Accounts Payable > Vouchers > Add/Update > Voucher Search

Search for historical payment requests by filtering on a search field(s).

Voucher Search

Voucher Information

*Business Unit	EMUNV	Incomplete Voucher	
Voucher ID	<input type="text"/>	Entry Status	
Invoice Number	<input type="text"/>	Voucher Style	
Related Voucher	<input type="text"/>	Voucher Source	

Supplier Detail

Supplier ID	<input type="text"/>	<input checked="" type="checkbox"/> New window
Short Supplier Name	<input type="text"/>	
Supplier Name	<input type="text"/>	<input type="button" value="Search"/>

Emory Express Document Search

- Stage 2 updates are complete. You should see all of the historical documents that you could view prior to the upgrade

Job Aid: [Document Search Quick Guide](#)

EPEX Workflow

- All EPEX workflow has been reviewed and validated to match what was in Compass 9.0. From today going forward, for EPEX workflow changes users should submit a Finance Support Center ticket with the [EPEX Workflow Request Form](#) attached. This form can be found on OSP's website.

Journal Entry Deadline

- **Reminder:** It's business as usual. Journal Entries should be submitted and approved by Dec 15th.

[Journal Deadlines and General Ledger Close Dates for Fiscal Year 2017](#)

Change Expense Type in My Wallet

- **Just a Reminder:** Charges in My Wallet must have a valid expense type before you add them to your Expense Report. You can only make changes to Expense Type within My Wallet.

Job Aid: [Creating an Expense Report / My Wallet](#)

New Compass Fundamentals Job Aids

Job Aid: [How do I Use Data Entry Fields?](#)

Job Aid: [How do I Navigate Between Pages in a Component](#)

Compass Tips & Tricks archive is available on [Compass Upgrade website homepage](#).

