



Compass 9.2

November 17, 2016

Finance Support Center (FSC) Online Access

If you saved the FSC community website as a favorite and receive an error message the next time you click on it, you may have inadvertently bookmarked the wrong link. The FSC community website link redirects, and if you have that redirected link bookmarked, you will end up going to a logout page or a maintenance page. Follow the steps outlined in the job aid to ensure that you are not bookmarking the redirect link.

JOB AID: [How To Bookmark the FSC community website.](#)

We Are On It! Special Forces Activated!

Our largest problem areas according to a review of Finance Support Center tickets and input from the Enterprise Finance Network (EFN) are **Emory Express, security and workflow and emails**. In order to have a more focused response to those areas, we are forming special teams to analyze, prioritize and respond to those areas. If you have not submitted a ticket with the Finance Support Center related to these areas but you are having issues, please report them as soon as possible to alert our special teams via <https://eufinancesupportcenter.force.com/login>. If you have submitted a ticket, thank you! Your willingness to do this told us where to focus and we appreciate it.

- **Security and Workflow**

'Compass Access' tickets submitted to the Finance Support Center are being prioritized. The Project Team is working through them as quickly as possible. [Keep in mind that if you just completed your training requirement, it will take up to 2 business days for module access.]

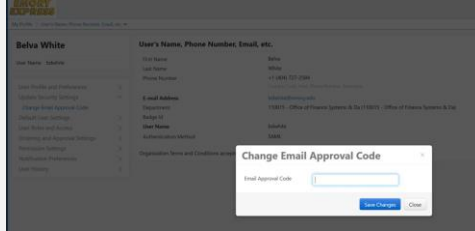
- **Emory Express**

There are a variety of reported issues related to supplier validations, access, expected order reviews, SpeedType validations and others. We are engaging the business officers to be sure we have a user perspective on priorities and expectations. Some orders are passing through with no issues, so do not stop your normal ordering processes – just keep submitting a ticket with the Finance Support Center so we are certain to know about it.

Emory Express: Approving Emails on the Phone

Navigation: Emory Express / My Profile / Permission Settings / Approvals / Update Security Settings / Change Email Approval Code.

- Insert the desired **Email Approval Code** and click **Save Changes**



- **Emails Screaming EmailsAACCKK!!**

Yes, if you are an approver in workflow, you are probably going crazy with the number of emails the workflows generate. The Project Team is working on a solution which we expect to have in place early next week. This will allow users to deselect email notifications by workflow role. We will send out instructions in a Tips and Tricks and hopefully help restore some email peace to all!

If you are on the brink of despair with the emails, here's an alternative solution: You can set up an Outlook rule and manage your approval workflow items from your Compass worklist to Outlook subfolders. The risk is that you will miss something that needs your immediate attention, so you need to be certain that check your Worklist several times per day. ([Setting up an Outlook rule](#))

Proxy View of “My Wallet”

- The “Multiple My Wallet” page that was in 9.0 is no longer available in Compass 9.2. It has been replaced with a public query called **EU_EX_PROXY_MY_WALLET**.
- Proxies should select the “Unassigned” Transaction status to see any Corporate Card charges that have not been added to an Expense report.
- To check on a Corporate Card charge that has been added to an Expense Report but not submitted to workflow, select the “Assigned” status and enter ‘PND’ for the ER Status.

EU_EX_PROXY_MY_WALLET - My Wallet trans by Proxy			
Empl ID	Name	Trans Date	
View Unassigned Transactions:			

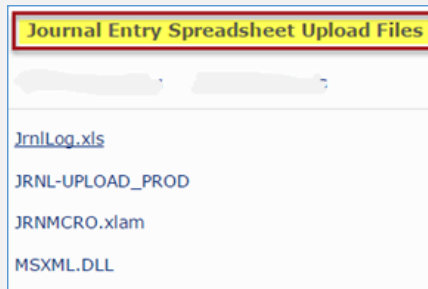
EU_EX_PROXY_MY_WALLET - My Wallet trans by Proxy			
Empl ID	Name	Trans Date	
View Un-submitted Transactions			

Spreadsheet Uploads

The Journal Entry Spreadsheet Upload files are available on the [Compass Upgrade Website](#).

About Tab>Journal Entry/General Ledger>Journal Entry Spreadsheet Upload Files

JOB AID: [How Do I Enter a Journal Spreadsheet for Uploading in Compass?](#)



Payment Request Navigation

Main Menu>Employee Service>Payment Request Center

Create and easily request payments for non-PO related items, such as Honorariums, Speaker Fees, etc in the **Payment Request Center**. The Payment Request Center should only be used for payments to individuals. Payments to business entities should be made through Emory Express. Refer to the [How do I Submit a Check Request](#) job aid for instructions on creating payments to business entities.

JOB AID: [How Do I Submit a Payment Request](#)

