Compass 9.2
November 22, 2016

Expenses Tip

*University Compass Users:* If the **Business Unit** being charged begins with **HC**, your **Expense Type** should also begin with **HC**.

**NOTE:** Healthcare Compass users with expense-related questions should contact Emory Healthcare Accounts Payable department at 404-686-2466.

**Grants - eNOA**

Historical information for eNOAs is now available. Search [OnBase](#) for all converted documents within a specified date range. For large volumes of documents, it is recommended that you use an additional key word to search.

**Accounts Payable – Wire Payments**

**Topic:** **Wire Payments**: In Compass 9.2, **Wire Payments** are now completed using the **Payment Request** Functionality.

**JOB AID:** [How Do I Submit a Foreign Wire Payment Request?](#)

**Learning Opportunities**
Open Labs

Open Labs are available to all Compass Users would like to ask questions, practice in a play environment, complete eLearning or complete transactions in Compass 9.2 with a subject matter expert nearby.  [NOTE: Labs are optional and are not a replacement for course completion.]

<table>
<thead>
<tr>
<th>Date</th>
<th>Topics</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, November 28</td>
<td>Travel &amp; Expense, Accounts Payable, Emory Express Learning Lab</td>
<td>1599, Room 1.380</td>
<td>9am-5pm</td>
</tr>
<tr>
<td>Tuesday, November 29</td>
<td>General Ledger, Commitment Control, ARBI (ePay Enhancement, Wire Claims, WorkBench), Reporting Learning Lab</td>
<td>1599, Room 1.380</td>
<td>9am-5pm</td>
</tr>
<tr>
<td>Wednesday, November 30</td>
<td>Travel &amp; Expense, Accounts Payable, Emory Express Learning Lab</td>
<td>Woodruff Library</td>
<td>1pm-5pm</td>
</tr>
</tbody>
</table>

Classroom PowerPoint Presentations

Would you like to go back and review information that was presented in classroom and webinar sessions? Links to the PowerPoint slides are available on the Training tab of the Compass Upgrade Website.

My Favorite Things

“I can review P-Card transactions without going outside of Compass.”

“As an approver, I was able to identify 3 journals that came to my cue in error. The submitter did not mean to charge my department.”

“I have the ability to budget at the detail account number level.”