



Compass 9.2

November 22, 2016

**Nov
25**

Compass and Emory Express will be down for maintenance on Friday, November 25th from 8:00am-8:00pm

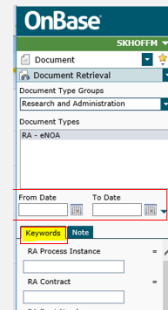
Expense Type Tip

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.]

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

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."

