



Compass 9.2

November 29, 2016

Accounts Payable - Petty Cash

The payment request process may be used for many non-purchase order payments including the ability to replenish departmental petty cash funds. The job aids focus is on replenishing cash in an existing petty cash fund. This job aid is **not** to be used for replenishment of research participant payment funds (RPPFs).

JOB AID: [How Do I Replenish Petty Cash Funds](#)

Accounts Payable - Guest Reimbursements

The payment request process may be used for many non-purchase order payments including the ability to reimburse guests for business expenses. This job aids focus is on reimbursement of guest expenses.

JOB AID: [How Do I Reimburse Guest Expenses?](#)

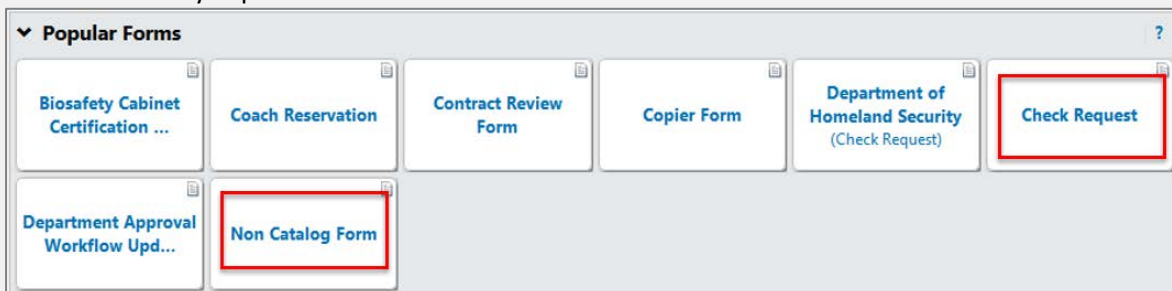
Emory Express Update

- [Document Search Guide](#)

Good News! You should notice that you can now view many historical documents. Consider this Stage 1 relief as we continue the work to allow you to see additional historical documents.

JOB AID: [Document Search Quick Guide](#)

- **Forms** for **Non-Catalog** and **Check Request** are now available on the Popular Forms section of Emory Express.



Expenses- Itemize Hotel 'Wizard'

UPDATE: The job aid has been updated to reflect that the Hotel Bill Itemization 'wizard' is designed only for Domestic Lodging. For International Lodging billed to your Emory Corporate Visa, use the Receipt Split process.

JOB AID: [How Do I Itemize a Hotel Bill?](#)

Workflow Changes

The chief business officers (CBO) have requested that all requested workflow changes route through them. The CBO or designee will then submit the workflow change through the Compass workflow change process. Workflow change job aids for Emory Express and for Compass are:

JOB AID: [How Do I Submit a Workflow Change Request](#) (Emory Express)

JOB AID: [How Do I Submit a Request to Modify Compass Workflow Access](#)

What Should You Do?

1. If your workflow is set up as you need to manage your transactions now, **no action** is needed unless you feel the need to let your CBO know that you are happy with your current setup.
2. If your workflow is not working as needed to support your operations, please contact the **chief business officer** of your unit.

As we receive changes from the chief business officers, we will process them as quickly as we can. Meanwhile, we encourage you to communicate with your unit CBO to review any concerns or recommendations that would help your unit work the most efficiently.

3. For **Emory College**, please contact the office of **Carol A King**, the chief business officer for the school. We will be able to process any changes submitted by Carol King after the best routing scenarios are agreed upon.

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

