



# Compass 9.2

November 30, 2016

## Authorizing Expense Entry to Another User - (Proxy)

**You Have the Power!** Remember, you can authorize another Compass user to enter expenses for you as part of the Employee Self-Service menu options. This is the same functionality that you had in Compass 9.0. All of the Authorized Users that you had in Compass 9.0 were transferred to Compass 9.2.

If you do not want to make changes then **no action** is required on your part. If you are a new hire or if you want to request a change in your currently Authorized User list, follow the steps in the Job Aid to delegate expense entry authority. **Please note that Payment Services can no longer add proxies on behalf of a Compass user.**

**Main Menu > Employee Self-Service > Travel and Expense Center > Profiles and Preferences > Delegate Entry Authority**

*Authorized User ID	Name	*Authorization Level		
DWRIG01	Wright, David	Edit & Submit	+	-
JHULSEY	Hulsey, Jennifer L.	View	+	-
SWHEEL4	Wheeler, Adam John	Edit	+	-
		Edit & Submit	+	-

**JOB AID:** [How Do I Delegate Expense Entry Authority?](#)

**Accounting Codes: Journal Entries, Payment Requests and Expense Types**

If you need to complete Journal Entries or Payment Requests specifically related to travel expenses, you should use the updated Accounting Codes assigned to specific expense types. Rather than typing in the old accounting code, click on the lookup button to view the new codes.

DOMESTIC TRAVEL			Domestic
INTERNET/WIFI (DOMESTIC)	56100		Travel – Domestic
LAUNDRY SERVICE (DOMESTIC)	56100		Travel – Domestic
LIVING ALLOWANCE	56130		Travel - Living Allowance
<b>LODGING (DOMESTIC)</b>	<b>56100</b>		<b>Travel – Domestic</b>
MILEAGE ON PERSONAL	5100		Travel –

NEW:  
'Lodging'  
Account Code  
is 56100.

Alternatively, keep this job aid handy as it includes all of the accounting codes related to expense types.

**JOB AID:** [Expense Types](#)

## Compass Fundamentals Job Aids

Now Available! If you are in need of some basic Compass navigation and features assistance, check out the new section in the Job Aid Library. There are an additional (20+) Compass Fundamentals jobs aids which will soon appear in the Job Aid Library

**Job Aid:** [How to Use Operators, Wildcards and Find Feature?](#)

**Job Aid:** [What is a SpeedType?](#)

**Job Aid:** [How I Set-Up and Use Favorites?](#)

**Job Aid:** [How Do I Use Search Pages?](#)

This job aid covers the steps for searching for historical or current transactions for: **Expense Reports, Budget Journals, Journal Entries and Budget Transfer Journals**

## 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
Wednesday, November 30	Travel & Expense, Accounts Payable, Learning Lab	Woodruff Library	1pm-4pm
Wednesday, November 30	Grants Learning Lab –All Topics	1599, Room 1.380	10am-2pm
Thursday, December 1	General Ledger, Reporting, Accounts Receivable (ePay, Wire Claims, Workbench)	Woodruff Library	9am-Noon
Friday, December 2	Grants Learning Lab –All Topics	1599, Room 1.380	10am-2pm

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

