



# Compass 9.2

❄️ December 5, 2016 ❄️

## P-Card Reconciliation

**Remember:** P-Card transactions should be reconciled in Compass and the emails from Payment Net should be turned off. If you are still receiving Payment Net emails, please log a ticket with the [Finance Support Center](#). For additional information on P-Card, enroll in the **P-Card eLearning** (Course 260419).

**Job Aid:** [How Do I Approve a P-Card?](#)

**Job Aid:** [How Do I Reconcile a P-Card Statement?](#)

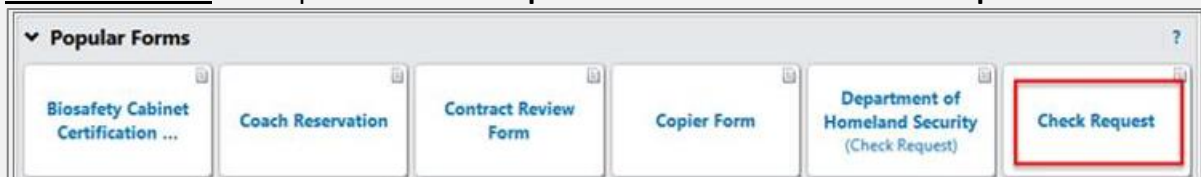
## Accounts Payable Vouchers

Payment Request Vouchers **approved prior to November 14, 2016** may be searched in Compass 9.2.

**Job Aid:** [How Do I Search for AP Vouchers Prior to November 14, 2016](#)

## Emory Express – Check Request Form

**Caution:** If you had the Check Request Form link saved as a favorite before the upgrade, you need to delete that link. The updated **Check Request** form is accessed from the **Popular Forms** section.



**Deleting a Favorite in Emory Express**

### Step 1

Shop

Go to: [advanced search](#) | [favorites](#) | [forms](#) | [quick order](#) Browse: [suppliers](#) | [categories](#) | [contracts](#)

### Step 2

**My Favorites** Folder Actions ▾ | ?

Display items that are no longer available Actions for Selected Favorites ▾

<b>Monthly rental</b> from NEXAIR	<b>22.50</b> USD
Use this form to request payment for goods/services when an Emory Purchase Order was not originally issued.	<a href="#">View Form</a>
	<a href="#">Edit</a>   <a href="#">Move</a>   <a href="#">Copy</a>   <a href="#">Delete</a>

## eNOA – Searching for Converted Documents

*Recommendation for faster searching:*

1. Enter additional data in the keyword fields such as: **Dept ID, Contract (Award ID) or Project (Primary Project on Award)**
  - All documents were converted from 2008 in **Comsquared**
2. Dept ID was not always populated in converted data as alternate value use **Division ID**
3. RA eNOA Date is an additional field to search for previously distributed by date m/d/yyyy. No zeros are needed. ie. Jan = 1, July = 7
4. \* is a wild key so use it for 72\* and it would bring back all depart ID beginning with 72 or use it for \*3130 for contract with leading zeros

## Removing Someone from Workflow

**TIP:** Use the **Remove** button rather than the Minus (-) sign. [Soon, the (-) sign will not appear on the screen.]

**Workflow Approver Assignments**

Personalize | Find | View All | | | First 1-3 of 3 Last

Role	ChartField	From Value	To Value	Row Action	Remove		
				No Changes			
approver	DEPTID	191410	191490	No Changes			
viewer	DEPTID	191410	191410	No Changes			

**Job Aid:** [How Do I Submit a Workflow Change Request?](#) (Emory Express)

**Job Aid:** [How Do I Submit a Request to Modify Compass Workflow?](#)

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

