**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

My Favorites

Display items that are no longer available

Actions for Selected Favorites

Monthly rental from Nexair

Use this form to request payment for goods/services when an Emory Purchase Order was not originally issued.

Actions:

22.50 USD

View.nano

Edit | Move | Copy | Delete

Step 2

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.]

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.