



Compass 9.2

❄️ December 7, 2016 ❄️

Manager AP Payment Request Search

Managers can view all Payment Request activity where they are part of the approval workflow. Vouchers approved prior to November 14, 2016 may be searched in Compass 9.2. Use the job aid on [Searching for AP Vouchers for Transactions Prior to 11/14/2016](#).



Job Aid: [How Do I Search for AP Payment Requests Within My Department?](#)

Copying an Online Journal Entry

Tip: Copy reoccurring online journal entries and reduce the risk of inputting errors. That way you will retain all of the SpeedType, Account and Dollar values. Online Journal Entries may be copied from the Create/Update Journal Entries page as long as they are not in workflow.

Job Aid: [How Do I Copy an Online Journal Entry?](#)

RPPF Replenishment Request

The payment request process may be used for many non-purchase order payments including the ability to replenish Research Participant Payment Funds (RPPF). This job aids focus is on replenishing cash in an existing RPPF.

⚠️ This job aid is not to be used for replenishment of Petty Cash Funds. To replenish a Petty Cash fund, see the [How Do I Replenish Petty Cash Funds](#) job aid.

Job Aid: [How Do I Replenish a Research Participant Payment Fund \(RPPF\)?](#)



Print a Payment Request Summary

While Payment Request summaries remain a permanent part of the Payment Request, sometimes it is necessary to capture this information in document format which may be required for some grants or other activities.

This job aids focus is on how to print a payment request summary in PDF format using Internet Explorer. You may use this job aid for other browsers, however, the print commands will differ slightly.

Job Aid: [How Do I Print a Payment Request Summary?](#)

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

