2018 Compass Myth Busters Campaign Begins

January 2018:

- **January 16 – January 26, 2018:** Compass Update (PUM) User Acceptance Testing for Finance Division (Central Users only)

- **Week of January 15th:** The Truth About Procure 2 Pay
  
  Email Topics include:  
  1) Travel & Expense: Avoiding Common Pitfalls  
  2) Payment Request: The Check’s in the Mail...I Think  
  3) P-Card Reconciliation & Approval Made Simple  
  4) Emory Express: Everything you Wanted to Know About Payment Status, Returned Requisitions, Researching Errors and a Whole Lot More

  Outreach Session Topic: The Facts About International Wire Payment Request (What am I missing?) Sign-up Available NOW in ELMS!

- **Week of January 22nd:** The Truth About General Ledger & Reporting

  Email Topics include:  
  1) Journal Mover: Journal Entries for Non-Accountants  
  2) Budget Overview Pages: What’s Left in My Budget?

  Outreach Session Topic: The Facts About EBI Reporting (What am I missing?) Sign-up Available NOW in ELMS!

- **Week of January 29th:** The Truth About Work Centers & Security

  Email Topics include:  
  1) WorkCenters: The Buck Stops Here  
  2) Security Forms: Don’t Miss This Crucial Step to Get Your Access

February 2018:

- **January 29 – February 9, 2018:** Compass Update (PUM) User Acceptance Testing for ALL Compass Users (more information to come)

- **Week of February 5th:** Compass Fluid Navigation Online Course Available  
  The Truth About EPEX & the Grants Portal

  Email Topics include:  
  1) EPEX: Top 5 Things That Will Delay Your Proposal  
  2) Grants Portal: Finding the Information You Need
• **Week of February 12th:** FOR MANAGERS: The Truth About Onboarding New Employees
  
  Email Topics include: 1) Get Your New Employees Access to Emory’s Financial Systems Using These Five Steps

• **FEBRUARY 19th Compass Update (PUM) GOES-LIVE**

**March 2018:**

• **February 19th – March 19th:** Compass Update (PUM) Stabilization Period

• **March 6th, March 21st, March 27th:** Hands-on Workshops: Getting the Information You Need from EBI

• **Week of March 26th:** Compass Update (PUM) Post Go-live Survey