



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



EMORY
UNIVERSITY

FINANCE
DIVISION

- **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**