Compass 9.2 Training

Accounts Receivable 9.2
Wire Claim Enhancements

<Instructor Name>
Welcome & Introductions

- About me
- What have you heard about 9.2?
Agenda

- Ground Rules
- Course Objectives
- Value of Compass 9.2
- Essentials Review
- Claiming wires
  - Search for Unclaimed Wires
  - Direct Journal
  - Customer
- Where to go for help
- Wrap-Up & Next Steps
Accessing your Training Support Materials

- Access your training calendar invite @ email.emory.edu
- Job Aid Links
- Participant Scenario Worksheet
Where it all began...Listening Tour Results

Listening Tour Requests by Function
Status = Improved

- Workflow: 93%
- Training and Communication: 75%
- Technical: 77%
- Security: 88%
- RPTG - Fin Adm Controlled: 78%
- RPTG - Emory HC Controlled: 50%
- RPTG - Campus Controlled: 50%
- Purchasing: 62%
- Projects: 0%
- Labor/RST: 50%
- HR/Payroll: 50%
- Grants Management: 77%
- General Ledger: 75%
- Expenses: 83%
- Core: 100%
- Commitment Control: 86%
- Cash Management: 0%
- AR/Billing: 72%
- AM - Equip and Comp: 58%
- AM - All Other: 84%
- All: 84%
- Accounts Payable: 71%

The project team has been able to improve or meet over 76% of the Listening Tour requests. (616/815)

Please see the website for more details on the Listening Tour items.

** 8% of the requests were deferred, but remain on the future enhancements list, 4% out-of-scope requests; 12% unapproved requests
Our Journey

Phase I: Fit/Gap
December 2014-January 2015
Compare features and functions with user needs & recommend solutions

Phase II: Design/Configure/Build
January 2015-February 2016
Design and develop changes

Phase III: Test
April 2015-September 2016
Prepare and execute test scripts

Phase IV: Training & Go-Live
May 2016-November 2016
Rollout upgrade and train users

Go-Live: Nov. 14

Phase V: Stabilization
November 2016-June 2017
Roll out additional enhancements and provide support

We are here
Emory Community Engagement Opportunities

- Over 60 Outreach Sessions across campus focused on key modules
- Multiple prototype labs
- 6 Interactive Labs focused on key modules
- Over 80 User Acceptance Testing Sessions
- 107 Peer Experts
- 35 Communication Council Members
Ground Rules
Course Objectives

At the end of this course, you will be able to:

- Identify changes to the wire claim process
- Claim a wire for Direct Journal deposit
- Claim a wire for Customer deposit
- Access and use support
Key Differences for Wire Claims in Compass9.2

- Reference number is displayed on Wire Identification page
- Daily ACH/Wire report automatically uploaded
- New fields to help identify wires
- Treasury Information Report attached to deposit
- Combo Edit check
Let’s Get Logged In

- Launch your Internet browser
- URL:
- ID: TRAINxx
- PW: 12345
Search for Unclaimed Wires
Objectives: at the end of this section, you will be able to:

- State what’s new with wire claims
- Create a Direct Journal ePay deposit
- Search for unclaimed wires on the Wire Identification page
- Search for unclaimed wires using the Treasury Information Report
- Search for unclaimed wires using a query
Searching Concept

- Search for wires directly on the Wire Identification page using sort and Find
- Search for wires using the Daily ACH/Wire Detail report
- Search for wires using queries
Claim a Wire for Direct Journal Deposit
Claim a Wire for Direct Journal Deposit

- Objectives: at the end of this section, you will be able to:
  - Select and claim a wire transaction
  - Review the Payment Information
  - Create the Accounting Entries
Wire Claim Concept

- Wire claims can be processed for Direct Journal deposits.
- The Daily ACH/Wire Detail report contains all wires for the specified day and is automatically attached to the deposit.
Knowledge Check

On your worksheet....

- How do you specify that a wire claim is for direct journal entry?
- How do you view the Treasury Information Report?
- On the Accounting Entries page, how do you create the Accounting Lines?
Claim a Wire for Customer Deposit
Claim a Wire for Customer Deposit

- Objectives: at the end of this section, you will be able to:
  - Select and claim a wire
  - Enter the Customer and Invoice Details
  - Review the Customer Payment Detail Report
Wire Claim Concept

- Wire claims can be processed for customer deposits.
- The Daily ACH/Wire Detail report contains all wires for the specified day and is automatically attached to the deposit.
Knowledge Check

On your worksheet....

- How do you indicate the deposit is associated with a customer?

- When entering a customer deposit, what do you do if you don’t have the invoice number?

- How do you verify the customer payment?
Course Wrap Up & Resources
Wire Claim Enhancements 9.2 – University

Support
Support

- Objectives: at the end of this section, you will be able to:
  - Use Related Content
  - Access Job Aids and Recorded Training
  - Open Labs
  - Contact the Finance Support Center
Do you want to know more about the key changes?

Visit the website
Accounts Receivable/Billing

Billing
How do I Create an Express Bill?
What is the Workflow for Non-Grant Invoices?
How do I Run the Finalize and Print Process?
How do I Reprint Invoices?
How do I Upload Invoices from a Spreadsheet?
How do I Create Contact Invoices?

ePay
How do I Create Direct Journal Deposits with ePay?
How do I Create Customer Deposits with ePay?
How do I Verify an ePay Deposit?
How do I Reclassify Direct Journal Entries?

Wire Claims
How do I Claim a Wire for Direct Journal?
How do I Claim a Wire for Customer Deposit?
How do I Add Back a Wire for Direct Journal Payment?
How do I Add Back a Customer Payment Wire?
How do I Remove Wires from the Wire Claim Page?

Other Payments
How do I Apply Customer Deposits with Payment Predator?
How do I Create an Express Deposit?
How do I Move the Line Description on the Create Accounting Entries Page?

Customers
How do I Use the Collections Workbench?
How do I Add a Customer Note?
How do I Maintain Corporate Customer Relationships?
How do I Create Customer Contacts?

Correspondence
How do I Use Statement Groups?
How do I Create Customer Statements?
How do I Create Dunning Letters?
How do I Create Follow Up Letters?

General Accounts Receivable
How do I Reclassify Direct Journal Entries?
What are the AR/Billing Scheduled Processes?
How do I Run Miss Charge For Bad Debt Items?
In-System Related Content

Training resources will be available in defined areas.

“Related Content (meaning content related to the page) is available on select pages. Click on the link at the top right corner of the screen.

We will be loading training resources such as job aids, eLearning links and videos to specific pages.
What’s Next?

REACH OUT.

Send emails to
compassupgrade@emory.edu
For any questions, comments, concerns

GET TO KNOW.

Peer Expert Team
• Peer Experts provide technical expertise on Compass processes and system usage.

READ.

Read communications
• Compass T-Minus checklist (weekly)
• Contact compassupgrade@emory.edu if you are not on the Compass Users ListServ
What’s Next?

VISIT.

upgrade.compass.emory.edu
- Review key changes
- Keep current with the latest news & events
- Review presentations & recordings of past sessions

PLAY.

https://fsclone.emory.edu
- Use your normal User ID and Password to log-in
- Provide feedback via Survey Monkey

ASK.

Need Help?
- Call the Finance Support Center
- 77000 or 404-727-7000
- Finance Support Center email address will be available at Go-Live
How to Launch the End of Course Assessment & Survey

1. Log into ELMS https://elmprod.emory.edu/.

2. From the **Main Menu**, select **My Learning**.

3. From **My Learning**, locate the course title.

4. Click **Launch**.

5. Click **Launch** again.
How to Launch the End of Course Assessment & Survey

6. The **End of Course Assessment** will open in a new window
   (Press the F11 key to expand the window).

7. After completing the survey, click the **X** in the top right corner to close this browser window or tab to exit the course.

8. From the original ELMS window, click the **Refresh Your Score** link.

9. Click the **Return to Activity Progress** link.

10. Click the **Launch** link next to the **End of Course Survey**

CLASS SECTION #:_______
Questions