Compass 9.2 Training

Accounts Receivable 9.2

ePay Enhancements

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Welcome & Introductions

- About me

- About our Facilitator

- What have you heard about ePay in 9.2?
Agenda

- Introduction and Overview
- Log in to Training Environment
- Creating ePay Deposits
  - Direct Journal
  - Customer
  - Print Deposit Report
- 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: 75% Improved, 25% Other**
- Training and Communication: 77% Improved
- Technical: 88% Improved
- Security: 88% Improved
- RPTG - Fin Adm Controlled: 50% Improved
- RPTG - Emory HC Controlled: 62% Improved
- RPTG - Campus Controlled: 74% Improved
- Purchasing: 0% Improved
- Projects: 50% Improved
- Labor/RST: 50% Improved
- HR/Payroll: 50% Improved
- Grants Management: 77% Improved
- General Ledger: 75% Improved
- Expenses: 83% Improved
- Core: 100% Improved
- Commitment Control: 72% Improved
- Cash Management: 72% Improved
- AR/Billing: 72% Improved
- AM - Equip and Comp: 58% Improved
- AM - All Other: 84% Improved
- All: 71% Improved
- Accounts Payable: 84% Improved

76%
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 using ePay
- Create Direct Journal Deposit
- Create Customer Deposit
- Print Deposit Report
- Access and use support
What’s New for ePay in Compass9.2

- University will use ePay
- Process reduced from 17 steps to 7
- Document attachments
- Combo Edit check
- Deposit Report from deposit page
Let’s Get Logged In

- Launch your Internet browser
- URL: https://fstrng.emory.edu
- Log in using your network

User ID and Password
Create Direct Journal ePay Deposits
Create Direct Journal ePay Deposits

- Objectives: at the end of this section, you will be able to:
  - Create a Direct Journal ePay Deposit
    - Enter Payment Information
    - Add Attachment and Finalize
    - Create the Accounting Entries
ePay Concept

- University payments are received and processed using ePay in Compass.
- EPay is required for all payments which are taken to the Cashier’s Office for deposit.
- Using ePay, you can record the accounting entries for Direct Journal payments or apply payments to customers and items.
- The system will produce a deposit report that can be printed and taken to Cashier’s office along with the actual deposit (usually check or cash).
Demonstration and Exercise

- Create Direct Journal ePay Deposits
Knowledge Check

On your worksheet....

- *How do you specify that a payment is for direct journal entry?*
- *How do you add more than one payment to the ePay deposit page?*
- *On the Accounting Entries page, how do you create the accounting lines?*
POLL QUESTION

How many of you are responsible for entering customer payments and matching invoices?
Create Customer ePay Deposits
Create Customer ePay Deposits

- Objectives: at the end of this section, you will be able to:
  - Create a Customer ePay deposit
    - Enter Payment Information
    - Add Attachment and Finalize
    - Enter Customer and Invoice
Demonstration and Exercise

- Create Customer ePay Deposits
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?*
ARBI ePay Enhancements 9.2 – University

Print the Deposit Report
Print the Deposit Report

- Objectives: at the end of this section, you will be able to:
  - Print the Deposit Report
  - Reprint the Deposit Report
Deposit Report Concept

- The ePay Deposit Report is available to print when payments have been entered.
  - Accounting lines created and Combination Edits complete for Direct Journal deposits.
  - Customer information has been entered for Customer deposits.
- The report does not require additional navigation and is viewed as a separate PDF window.
Demonstration and Exercise

- ePay Deposit Report
Knowledge Check

On your worksheet....

- Where is the Print Deposit button found?
- What will prevent you from printing the Deposit Report?
- What is the final step after printing the report?
- How do you reprint a report from an existing deposit?
Course Wrap Up & Resources
ARBI ePay 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 Payable – Key Changes

There are changes within the processes and efficiencies, with changes by topic higher.

Payment Request

Current Limitations:
- Emory uses a customer-related item, such as a 3rd party product.
- The customization of system patches is not fix.
- The current issue tracking workflow is to the design, and issues.

Key Solutions & Benefits
- Leverage the delivered.
- The new 9.2 Payroll user community.
- The use of a 'stepped' payment goes through process.

Vendor Name Audit

Current Limitations:
- Changes to supplier mechanism for rolling.
- There is no way to track Names (Name, Aliases, reporting, as well).

Key Solutions & Benefits

General Ledger – Key Changes

There are expected changes to the environment, however, the journal entries are changing much more than seeing a SmartKey for a new journal entry. Join the new Unified Workflow routed by Department, with all impacted Departments.

A new tool called the Journal Mover that will look for bulk journal reclass. The engine will help to calculate the accounts receivable amount and processed Journal Entry pages.

Current Limitations:
- Too many clicks to get to!
- Not enough location information.
- The need to simplify population.

Key Solutions & Benefits:
- A redesigned and streamlined PeopleSoft 9.2 that add new intuitive and include or less information based on.
- Account is now controlled.
- Entry process and prevent Journals to re-class. Travel University and Emory HIA.

Key Solutions & Benefits:
- A new custom Journal application will be available.
- The tool allows users to search for eligible transactions, create a new journal entry, and a new custom Expense Report along with the Accounts Payable.

Travel & Expense Key Changes

The existing 9.0 Expense module is the only way to manage expenses. The new Unified Workflow solution provides additional flexibility, visibility, and consistency to improve the workflow process and increase efficiency.

Current Limitations:
- Online Journal Entries and Budget Transfer Journals route differently from Accounts Payable and Expenses.

Online journal entries route and post without all of the affected departments having visibility into the dollar amounts that will hit their departments.

Key Solutions & Benefits:
- A new tool allows users to search for eligible transactions, create a new journal entry, and a new custom Expense Report along with the Accounts Payable.
- There will be flexible dollar-level approval assignments.
- Transactions are visible to all affected Departments.

Security & Workflow - Key Changes

Workflow is the tool that allows transaction approvals to be performed within the Compass system. The new Unified Workflow solution provides additional flexibility, visibility, and consistency to improve the workflow process and increase efficiency.

Current Limitations:
- Too many clicks to get to!
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Key Solutions & Benefits:
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Online journal entries route and post without all of the affected departments having visibility into the dollar amounts that will hit their departments.
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 Credit 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 Predictor?
- 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?
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?

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

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

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
1. Log into ELMS [https://elmprod.emory.edu/](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