Compass 9.2 Training

Accounts Payable

<Instructor Name>
Welcome & Introductions

- About me

- What have you heard about 9.2?
Agenda

- Course Objectives
- Introduction to Accounts Payable
  - What is Accounts Payable
  - What is the Payment Request Center
- Create Payment Request
  - Create a New Payment Request
- Workflow, Workcenter and Reporting
- Training Support
- Wrap-Up & Next Steps
Ground Rules
Course Objectives

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

- Identify with the basic concepts of Accounts Payable
- Understand the new Payment Request Center
- Create a Payment Request in Compass 9.2
- Understand the Workflow, Workcenter and AP Reports
- Access and use Training Support
We Listened And We Heard

Emory currently has a custom solution to handle Payment Requests for non PO related items, such as Honorariums, Speaker Fee, etc., which involves changes to the delivered voucher pages and the use of a 3rd party product called SmartWorkflow.

There are many calls into AP for assistance. Difficult to find status or payment information

Listening Tour Requests

Make it Easier
Make it User Friendly
Include Enhancements
Listening Tour items

28 Listening Tour Items specifically about Accounts Payable.

**Dislikes**
- Users cannot cancel a request; have to call AP
- Need a way for managers to see request in their area
- Requires AP manual intervention if Accounting Period changes during process

**Likes**
- User Friendly access to payment status/detail
- Access to ask questions to AP in Recent Messages section
- Faster way to pay vendors
Introduction to Accounts Payable
What is Accounts Payable?

Accounts Payables enables you to:

• Payment Request are processed to reimburse students, faculty and guest for expenses or fees for goods and services
• Create payment request using a manual and automated processes
• Post vouchers and online payments
• Process vouchers through Pay Cycle and posting payment
• Payments are now processed for Students and Guest through the Payment Request Center
What is the Payment Request Center?

The New Payment Request Center enables you to:

• Access a centralized portal to manage, edit and filter payment request
• Create payment request using manual and automatic processes
• Post online payments
• Process vouchers through Pay Cycle and posting payment
Changes in Compass 9.2 Accounts Payable

<table>
<thead>
<tr>
<th>Current State</th>
<th>Changes in Compass 9.2</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Vouchers are used to enter Payment Request</td>
<td>• Initiate request through Payment Request Center</td>
</tr>
<tr>
<td>• Students &amp; individuals are reimbursed through Travel and Expense</td>
<td>• Students and guests will be reimbursed through AP</td>
</tr>
<tr>
<td>• Only managers and AP manage request</td>
<td>• 10,000+ users can enter and monitor request</td>
</tr>
<tr>
<td>• No ability to review approvals</td>
<td>• New request approval with option to review</td>
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Let’s Get Logged In

- Launch your Internet browser
- URL:
- ID: TRAINxx
- PW: 12345
Knowledge Check

On your worksheet....

- *Accounts Payables enables you to create payments using manual and automatic processes?*
  - *True*
  - *False*
Create a Payment Request
Objectives: at the end of this section, you will be able to:

- Understand the Payment Request Center
- Create a Payment Request for an individual
Demonstration Objectives

- Overview of the Payment Request
- Emory users will create all request from the Payment Request Center
- Users create Payment Requests using a 5 step train stop progression
  1. Emory Payment Info
  2. Payment Summary Information
  3. Supplier Information
  4. Line Details
  5. Review and Submit
Exercise 1 – Creating a Payment Request

- Use your exercise worksheet to complete the steps necessary to Create a Payment Request
Knowledge Check

On your worksheet....

- *When creating a Payment request, the SpeedType provides all components in the Invoice Line except the ______?*

- *Which Request Type would you use for speaker fees?*
What’s New In Accounts Payable

Understanding Workflow, Reporting and WorkCenters
Understanding Workflow and Approvals

- Objectives: at the end of this section, you will be able to:
  - Understand the approval process
  - Check status of a Payment Request
  - Approve, Deny or request info for the Request
The Approval Process

- 1st approver will review the Request (Budget Checker)
- 2nd Approver:
  - Department
  - Manager (Occassionally)
- 3rd Approver: AP Payment Services
Workflow Actions

- Accounting Checker
  - Edit Line Details

- 2nd & 3rd Approver Actions
  - Approve
  - Deny
  - Send Back
  - Hold (Financial Sanctions or SAM)

- Submitter Actions
  - Edit
  - Cancel
Support

Accounts Payable 9.2
Compass 9.2 Support

- Objectives: at the end of this section, you will be able to:
  - Understand the Compass Support
  - View the support tools
  - Locate the job aids and webinars for the module and future training
Accounts Payable 9.2

Course Wrap Up
Help us help you!

Please complete an evaluation before leaving.

In ELMS:
1. Creating a Payment Request Course
2. Select the **Compass Survey** link
Where do I go for more information?

Context Sensitive

Help is Available

Job Aids

eLearning
Where are we in the process?

TM 4
**USER ACCEPTANCE TESTING**
- 12 weeks:
  - June 20, 2016 – September 9, 2016

TM 3
**Final Lap - Training**
- 10 weeks:
  - Sept. – Nov. 2016

TM 1
**Full End to End**
- 3/21/16 – 6/10/16

TM 2
**PSFT System Test**
- 1/4/16 – 3/11/16

TM 1
**Module/Suite**
- 9/28/15 – 12/11/15

Test Move 3
- Test *communications with external applications*, and allow users get a to put ‘hands to keyboard’ via *Interactive labs*.

Test Moves 1 and 2
- Test core existing *functionality, new features, customizations* and determining if approved business cases can be supported by the system.

**Stabilization Period**
- December 2016 – June 2017

- Adjustment period for users and support staff.
- Compass users complete any courses on their Learning Plans that were not complete prior to November 14, 2016
- New employees will be required to take training and obtain manager approval to get transaction initiation privileges.

Where are we in the process?

*TM - Test Moves: A series of tests to ensure the system functions correctly, works with external systems, and supports business processes and policies accurately.*
Questions
End of Course Assessment

Recommended Browser: Internet Explorer

1. https://elmprod.emory.edu

2. From Main Menu, select My Learning

3. Locate the What’s New In Accounts Payable course title

4. Click Launch

5. Click Launch again

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

7. The play button is in the lower left corner.