



# COMPASS MYTHBUSTERS: THE TRUTH ABOUT GENERAL LEDGER

## FOR YOUR INFORMATION

### Journal Mover: Use This Feature Instead of Doing a Journal Entry



**Myth:** If I want to reclass/move posted transactions I MUST use the Online Journal Entry page or a Spreadsheet upload.

**Truth:** During the 2016 Upgrade, a feature called Journal Mover (JM) was released to simplify the process to perform a bulk reclass that includes all of the necessary debits and credits (Limit 40 lines per JM transaction)

Click the Image to watch a short video about Journal Mover



**Job Aid:** [How Do I Use General Ledger Journal Mover?](#)

**Myth:** If I want to reclass posted transactions to another department, account number, SpeedType, etc. there is no way to include the detailed description for the transaction.

**Truth:** Journal Mover allows you to reclass posted transactions and it will automatically include the detailed description with the reclass.

**Job Aid:** [How Do I Use General Ledger Journal Mover?](#)

**Myth:** I can press the return to search button to create a New Journal Mover.

**Truth:** You should use the PeopleSoft bread crumbs to navigate back to Journal Mover to create a new Journal Mover transaction.

### Requesting SpeedTypes: New Features to Make it Simpler



**Myth:** Most ChartFields are NOT required when submitting a SpeedType request.

**Truth:** Changes have been made that now require the submitter to include ALL ChartFields when requesting a new SpeedType.

**Myth:** There is no way to verify if the ChartField combination is correct when I submit a SpeedType request.

**Truth:** Changes have been made to require the system to perform non-account combo rules when submitting SpeedType request. Dept must be valid for OPU, Fund > 1999 requires project, Grant Fund 5XXX requires Grant project. This does not apply to Account Codes because Accounts are not part of SpeedType.

**Myth:** If my Speedchart request is denied, I'll never know and I can't make updates.

**Truth:** If a Speedchart/SpeedType request is denied, the originator will receive an email, can make changes to the request and then can re-submit back into workflow. Approvers are required to include comments before denying a request so that the originator will know what to update.



**Myth:** I never know if my Speedchart is approved.

**Truth:** The Originator receives e-mail upon final approval that the Speedchart/SpeedType has been added.



### Budget Overview: What's Left in My Budget?



**Myth:** There is no simple way for me to check my available budget in Compass.

**Truth:** During the 2016 Upgrade, new Available Budget pages were released to allow users to review available budgets for a given department or project without having to know which budget ledgers to use.

**Job Aid:** [What is My Available Departmental Budget?](#)

**Job Aid:** [What is My Available Non-Sponsored Project Budget?](#)

**Job Aid:** [What is My Available Capital Project Budget?](#)

### Journal Entry Approvals: Common Errors When Reviewing Journals for Approval



**Myth:** When reviewing the journal approval tab, all of the information that I need to review will appear on the first tab.

**Truth:** When reviewing the approval tab for a journal entry, there may be more than one page. The first page could be fully approved but the second page may not. The approval tab for the journal only displays the first page of approvers and if there are additional you will have to use the arrows to get to the next page.



**Myth:** There is no simple way for me to review pending journals that have been submitted.

**Truth:** The General Ledger WorkCenter provides a one stop shop including a query that you can run to determine pending journals by submitter.

**NEW Job Aid:** [How do I Use the General Ledger WorkCenter to Identify Pending Journals for Approval?](#)



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