Compass 9.2 Training

Travel and Expense Enhancements

< Instructor Name >
Welcome & Introductions

- About me

- Have you taken the Institutional Data Management Course (IDM)?

- What have you heard about 9.2?
Agenda

- Overview
- Expense Reports
  - Creating
  - Modifying
  - Submitting
  - Workflow and Approvals
- Where to go for help
- Wrap-Up & Next Steps
Where it all began...Listening Tour Results

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
We Listened And We Heard

31 Listening Tour Items specifically about current Expense entry

**Dislikes**
- Too many clicks to get to the accounting detail.
- Not enough location information – line level location if possible
- Simplify populating attendees on expense report.

**Likes**
- Being able to do a split on wallet or other expenses for alcohol or other reasons.
- Ability to attach receipts to travel expense reports.
- Not having to store corporate card receipts for 7 years
- Insight into the status of Expense reports throughout the process
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

11/15/2016
Emory Community Engagement Opportunities

- Over 60 Outreach Sessions across campus focused on key modules
- Multiple prototype labs (ex. SpeedType lab, T&E Expense Type lab)
- 6 Interactive Labs focused on key modules
- Over 80 User Acceptance Testing Sessions
- 107 Peer Experts
- 35 Communication Council Members

11/15/2016
Ground Rules
Course Objectives

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

- Identify major changes to the Expense Report platform
- Create New Expense Reports including:
  - Personal and Corporate Card Charges (My Wallet)
  - Header, Default Location, Default Accounting and Line Level Location
  - Receipt Splits, Attendees and Itemize Hotel Bills
  - Expense Report Summary and Notes
- Understand workflow
- Access and use support
Expense Report User Interface

- Adopted the redesigned and **streamlined Expense Entry screen** delivered in 9.2, which addresses many prior concerns.

- Created a **new custom Expense Report Summary** that incorporates the information from the Entry screen with the Accounting Detail for the Expense Report.

- **Expense Type determines the Account Code** and cannot be changed.
Emory Expense Report Guidelines

- Expense Reports are for Employee reimbursements only.

- To reimburse Students/Guests, you must use the AP Payment Request process.

- Airfare booked with one of Emory’s travel agencies for direct bill are NOT to be added to an expense report.

- P-Card transactions should not be processed through Travel and Expense. (P-Card) eLearning
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Creating a New Expense Report

Part 1
Guided Tour Objectives

- Create a new expense report with the following elements:
  - Header Information
  - Default Location for Expense Report
  - Attachments
  - Line Level Location
  - Split Receipts
  - Default Accounting for Expense Report
Knowledge Check

On your worksheet....

- How do you create an Expense Reports for multiple locations?

- When might you use the receipt split option?

- Why should you not manually change chartfields?
Is Your Computer Logged In?

- Computer (PC) login:
- User: training
- Password: 1762lab!
- ID: EM_EX_TRAINnnn (nnn = provided by instructor)
Compass Login

- Launch Internet Explorer
- URL: https://fstrng.emory.edu
- ID: EM_EX.TRAINnnn (nnn = provided by instructor)
- PW: 12345
- Make sure your browser allows pop-up windows.

(If you are in Woodruff and/or are using training laptops, create an attachment to use in the expense report you will create.)
Exercise 1 – Creating a New Expense Report

- Utilize the Participant Worksheet and the Compass Training Environment to create a new expense report with:
  - Header
  - Default Location for this Expense Report
  - Attach Supporting Documentation
  - Change Location at the Line Level
  - Default Accounting for this Expense Report
  - Receipt Split
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Creating a New Expense Report
Part 2
Guided Tour Objectives

- Continue with the previous expense report and add the following elements:
  - Add Attendees
  - Itemize Hotel Bill
Knowledge Check

On your worksheet....

- Under what circumstances does the IRS require you to list the attendees associated with an expense?

- What option do you always have to select when using the Itemize Hotel Wizard.
Exercise 2 – Creating a New Expense Report

- Utilize the Participant Worksheet and the Compass Training Environment to add additional lines to your previously created expense report.
Coffee Break
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My Wallet
Poll

- Raise your hand if you have a corporate card or manage corporate card expenses for someone else.
Guided Tour Objectives

Use the My Wallet feature to reassign and reconcile Emory Corporate Visa charges:

- Reassign Expense Types
- Import transactions into your Expense Report
Emory Policy

- It is the responsibility of the cardholder to reconcile Emory Corporate Visa Card charges in a timely manner by assigning them to an Expense Report.  
  [https://policies.emory.edu/2.93](https://policies.emory.edu/2.93)
Knowledge Check

On your worksheet....

- **What Expense Type do you see in My Wallet when Compass is unable to match the merchant with an existing Emory Expense Type?**

- **How and when can you change the Expense Type assigned to a Corporate Card charge?**

- **Are you able to use Receipt Split on My Wallet transactions?**
Exercise 2 – Creating a New Expense Report

- Utilize the Participant Worksheet and the Compass Training Environment to reassign and reconcile My Wallet transactions.
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Summary and Submission
Summary and Submission

- Objectives: at the end of this section, you will be able to:
  - Provide additional notes for approvers
  - Understand the Expense Report Summary
  - Certify Expense Reports
  - Submit Expense Reports for approval
  - Withdraw a submitted Expense Report
Knowledge Check

On your worksheet....

- Where do we provide additional information to our approvers?

- What is the final step to send an Expense Report into workflow?
Exercise 4 – Summary and Submission

- Utilize the Participant Worksheet and the Compass Training Environment to view the summary, add notes, and submit the expense report created in the previous exercise
Understanding Workflow and Approvals
Understanding Workflow and Approvals

- Objectives: at the end of this section, you will be able to:
  - Understand the approval process
  - Check status of an Expense Report
The Approval Process

- **Routing is based on department.** Approval stops are based on **amount** and **grant applicability**

- Flexible approval assignments

- Optional Roles:
  - Accounting Checker
  - Project Approver (Grants)

- Status visible through Expense Report “View” Screen
Workflow Actions

- **Accounting Checker Actions**
  - Edit **Account Codes, Header and Line Descriptions**

- **Approver Actions**
  - **Approve** routes the expense report to the next approver or to payment staging after approval by the final approver in central accounting. Final Approval also triggers email notification to the named employee.
  - **Send Back** – returns directly to the submitter for rework. Triggers email to the submitter and user if different.
  - **Hold** – removed from pooled approval, not used frequently at Emory. There is not any email notification to the user.
  - **Deny** – Terminates the Expense report. Denied expense report cannot be edited and resubmitted. Email notification to the submitter and user if different.

- **Submitter Actions**
  - **Withdraw** – prior to first approval only
  - **Modify** – only when the report is in Pending status
Knowledge Check

Group Discussion:

- What can the Accounting Checker role modify?

- Which Approval Action terminates the Expense Report and does not allow resubmission?

- What are 2 factors that drive department workflow?
Course Wrap Up & Resources
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
Job Aids - PDF Flip

Finance System Job Aids

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 Memos?

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 Contracts?
“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

11/15/2016
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 #:_______**