Compass 9.2 Training

Grants LOC Management

Valeria Rainey
Welcome & Introductions

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

- Ground Rules
- Value of Compass 9.2
- Essentials Review
- Course objectives
- Grants LOC Management Updates
- Where to go for help
- End of Course Survey (ELMS)
- End of Course Assessment (ELMS)
- Wrap-Up & Next Steps
Ground Rules
Value of Upgrading to Compass 9.2

Key Organizational Benefits

- Provide continuous operation improvements
- Optimize investment in system
- Take advantage of improved PeopleSoft functionality
- Reduce cost of ownership through less customizations
- Evaluated opportunities for process improvements

Key User Benefits

- Shared ownership through collaboration
- Improved processes
- Greater insight
- Ease-of-Use
- Expanded functionality
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**

\[
\text{Listening Tour Requests by Function}
\]

<table>
<thead>
<tr>
<th>Function</th>
<th>Status = Improved</th>
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<tbody>
<tr>
<td>Workflow</td>
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<tr>
<td>Training and Communication</td>
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<tr>
<td>Technical</td>
<td>75%</td>
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<tr>
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<td>Purchasing</td>
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<tr>
<td>Projects</td>
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<tr>
<td>Labor/RST</td>
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<tr>
<td>HR/Payroll</td>
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<tr>
<td>Grants Management</td>
<td>77%</td>
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<tr>
<td>General Ledger</td>
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<tr>
<td>Expenses</td>
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<td>Cash Management</td>
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<tr>
<td>AR/BI</td>
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<tr>
<td>AM - Equip and Comp</td>
<td>72%</td>
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<tr>
<td>AM - All Other</td>
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<tr>
<td>All</td>
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<tr>
<td>Accounts Payable</td>
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**93%**

**76%**

8% of the requests were deferred, but remain on the future enhancements list, 4% out-of-scope requests; 12% unapproved requests
9.2 Essentials Webinar

- General Navigation
- Speedtype/ Speedchart
- Chartfield updates
- Reporting
Grants Post Award

Compass 9.2 LOC Enhancements
Objectives: at the end of this course, you will be able to:

- Identify new Uniform Guidance Federal Requirements with respect to LOC processing at Emory
- Review new LOC enhancements fields available in Compass 9.2
  - New LOC related fields on Sponsor Pages
  - New LOC related fields in Contract
  - New LOC related fields in Billing
- New Delivered Queries related to LOC (4)
- Perform billing processes related to LOC Awards that make use of Subaccount field for Grant-by-Grant draws
  - New Job BIJOBF50
- Reprint LOC Reports
POST CLOSEOUT PROVISIONS

- The Uniform Guidance includes **two** provisions related to financial closeout:
  
  1. All obligations must be liquidated within **90** days of project termination.

  2. The final financial status report must be submitted within **90** days of the project termination.

- **NIH and NSF** requested exceptions to U.G. closeout provisions from OMB. The closeout deadline is **120** days for NIH and NSF grants and cooperative agreements.
Let’s Get Logged In

- Launch your Internet browser: Explorer 11.0
- URL: https://fstrng.emory.edu
- ID: Your Compass ID
- PW: Your Password
Setup an LOC award with Subaccount Information and end date draw restrictions
- Objectives: at the end of this section, you will be able to:
  - Setup/Review an LOC contract
  - Enter LOC information including LOC ID, Doc ID, End date, subaccount
Compass 9.2 LOC Enhancements – Contract Line

<table>
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<th>Actions</th>
<th>Line</th>
<th>Product</th>
<th>Description</th>
<th>Price Type</th>
<th>LOC Doc ID</th>
<th>LOC Doc ID End Date</th>
<th>Subaccount ID</th>
<th>Inactive Doc ID</th>
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<td>GRANT REIMBURSABLE</td>
<td>Sponsored Research Programs</td>
<td>Rate</td>
<td>TMH087977A</td>
<td>11/29/2014</td>
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Compass 9.2 LOC Enhancements – Contract Bill Plan detail page
Compass 9.2 LOC Enhancements

- Class exercise 1 - Set-up /Review LOC contracts with new required fields
- Class exercise 2 - Run the LOC billing Processes
- Class exercise 3 - Reprint LOC Report and Review New Extract Queries
- Class exercise 4 - Run/Review the New LOC Expiration Query
Knowledge Check

Discussion: LOC NEW FIELDS

- Why is the LOC DOC END DATE important?
- Who Provides the Subaccount ID?
- Does the Inactive checkbox stop the LOC billing process?
- What is typical value for the LOC DOC end date?
- Name two new fields added to the Contract line?
Grants Post Award

Run the LOC Billing Process
Compass 9.2 LOC Enhancements

Run the LOC billing Processes

- Run the CA-BI Process- (ALL)
- Run the Billing Interface- (ALL)
- Review Billing Worksheets (ALL)
- Run BI Pending Draw Query (ALL)
- Approve Billing Worksheet (demo)
- Review LOC Summary Page (ALL)
- Generate the LOC Draw (Demo)
- Retrieve LOC report from the Report manager (Demo)
Knowledge Check

Group Discussion - LOC BILLING

- What value will you use for Contract Type when running the Contract to Billing Interface for a Letter of Credit Award?
- On the LOC Summary screen, where is the LOC limit field derived from?
- Where will you go to retrieve the LOC Summary Report pdf?
- Which billing subprocess confirms the total amount processes for the cash draw?
Grants Post Award

Reprint an LOC Summary Report/Create an Excel Extract
Objectives: at the end of this section, you will be able to:

- Reprint an LOC Summary Report
- Enter a Custom Label for the Reprinted LOC Report
- Include LOC Billing details in the reprint
- View the output in an Excel Spreadsheet
- Run the query BI_LOC_EXTRACT_SUMMARY
- Run the query BI_LOC_EXTRACR_DETAIL
# Reprint LOC Report

**Letter of Credit Sponsor:** NATL SCIENCE FOUNDATION  
**Letter of Credit Number:** 4900058  
**Business Unit:** GRANT  
**Run Date:** 09/21/2016  
**Run Time:** 09:08:13  
**Page:** 1 of 2  
**Draw Date:** 07/20/2016  
**Type:** Reprint_VR091816

<table>
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<th>Document #</th>
<th>Subaccount/Invoice</th>
<th>Federal Award</th>
<th>Project/Grant</th>
<th>Funding</th>
<th>Previously Billed</th>
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**DETAIL**

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<th>Project/Grant</th>
<th>Funding</th>
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<th>Unbilled Amount</th>
<th>Allowable Draw</th>
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Compass 9.2 LOC Enhancements – LOC Extract Summary

• **Query Name:** CA_LOC_EXTRACT_SUMMARY

• **Query Prompts:** Process Instance, LOC ID, LC Doc ID (Providing No values will print all LOC summaries)

• Provides Billable, Draw, Total Billed amounts

• Can be used to monitor draw levels in conjunction with the expiration report
## Compass 9.2 LOC Enhancements – LOC Extract Summary

![Search and Download Options](image)

### Instance Search

#### LOC Extract

Download results in: [Excel Spreadsheet] [CSV Text File] [XML File] (3 kb)

**View All**

<table>
<thead>
<tr>
<th>Instance</th>
<th>L/C ID</th>
<th>Bill To</th>
<th>Name</th>
<th>LOC Doc ID</th>
<th>Subaccount</th>
<th>Unit</th>
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### Billing Details

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<th>Contract</th>
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Compass 9.2 LOC Enhancements – LOC Extract Detail

- **Query Name:** CA_LOC_EXTRACT_DETAIL

- **Query Prompts:** Process Instance, LOC ID, LC Doc ID (Providing No values will print all LOC Detail/Invoices)

- Provides Unbilled, Billable, Draw, Total Billed amounts

- Can be used to monitor Monthly/Periodic Billing processing to identify pending LOC processing and draws
### Compass 9.2 LOC Enhancements – LOC Extract Detail

<table>
<thead>
<tr>
<th>Instance</th>
<th>L/C ID</th>
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<th>Name</th>
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| 3        | 5235170 3235P 000003574 US DEPT OF HEALTH AND HUMAN SERVICES  | FHD080404A  | TEST ACCOUNT # | GRANT | 00000027532 | 1
| 4        | 5235170 3235P 000003574 US DEPT OF HEALTH AND HUMAN SERVICES  | FHD080404A  | TEST ACCOUNT # | GRANT | 00000027532 | 1

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<th>Draw</th>
<th>Billing (Fund)</th>
<th>Ref Awd #</th>
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<th>Invoice</th>
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Knowledge Check

Group Discussion: Queries

- Where would you find the Excel compatible output once the LOC reprint report process finishes successfully?

- What field identifies the potential draw amount when you run the BI_LOC_EXTRACTDETAIL?

- What is the purpose of a Custom Label for the Reprint LOC Report
Grants LOC Management

Identify all Expiring LOCs along with their balances
Objectives: at the end of this section, you will be able to:

- Run the Query to identify all expiring LOCs with their balances
- Identify billed, deferred and OLT amounts to guide immediate action
Compass 9.2 LOC Enhancements – LOC Expiration Query

- **Query Name**: CA_LOC_DOC_ID_AMOUNT

- **Query Prompts**: Business Unit, Number of Days prior to Expiration

- Can be Used to identify LOCs that are set to expire

- Requires LOC DOC End Date to be populated on the contract line

- Shows Active LOC DOC IDs
## Compass 9.2 LOC Enhancements – LOC Expiration Query

**CA_LOC_DOC_ID_AMOUNT - Amounts by LOC DOC ID**

---

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<th>LOC Doc ID End Date</th>
<th>Subaccount ID</th>
<th>Sponsor</th>
<th>Name</th>
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<th>Contract</th>
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Knowledge Check

Group Discussion:

- What is the day(s) parameter you will use to run the LOC expiration query?

- What will be the suggested course of action if you see Over the Limit (OLT) transactions?
Questions

Questions

Questions

questions

Questions
Course Wrap Up

- What’s Next?
  - Drop-In Labs
  - November 14th – Go Live!
Do you want to know more about the key changes?
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?

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

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

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

*Recommended Browser: Internet Explorer*

1. [https://elmprod.emory.edu](https://elmprod.emory.edu)

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

3. Locate the [Compass 9.2 Letter of Credit Management](https://elmprod.emory.edu)-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.
Help us help you!

Please complete course survey evaluation before leaving.

In ELMS:

1. Select the "Compass 9.2 Letter Of Credit Management" course title
2. Select the "Compass Survey" link
Compass Support Cards and Additional Resources