Learning is a process that started with the Compass Outreach Sessions. The training approach will incorporate a variety of learning methods such as: Job Aids, Online Training, Classroom Instruction, Webinars, Recordings of Classroom and Webinar Courses. Register for Compass Outreach Sessions to learn more about the overall strategy.

Visit the Compass Upgrade website to learn more about Training.

**NEXT COMPASS OUTREACH SESSIONS**

New Topics: WorkCenters, Workflow, & Training Plan

New Compass Outreach Sessions begin on **January 19th**. Check the website for registration information and please join us at one of the sessions held at various locations around Campus.

**EXPENSES TYPES CHANGING**

Compass Users Helping to Refine Expense Types

On November 11th, 40 volunteers participated in a working session led by Belva White, David Wright and Carol L. King.

During the 2014 Listening Tours, the user community told the Compass Team that the current Expense Types list needed to be improved. The team is currently enlisting the user community to help define a cleaner and more meaningful list of Expense Types for travel and non-travel related expenses. The clean-up effort will help provide more accurate and consistent financial accounting and reporting. Although, further discussion is required, the group recommended that Emory:

- have non-travel Expense Types align with the Expense Account listing.
- utilize available descriptors to help define “what” users are paying for and “where” the transactions land for tracking actuals to budget to support reporting.

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Mark Your Calendars!

**Did You Miss a Compass Outreach Session?**

Previous focus topics were Grants Management, SmartKey, General Ledger, Reporting, Accounts Payable and Travel and Expenses. If you were not able to join us, you can find video recorded sessions on the website. The accompanying PowerPoint decks and Parking Lot questions and answers can also be found on the website.
Website Navigation Survey Results

Thank you to all who participated and congratulations to the Winners!

Michael Roe, Margaret Dugan and Lora McDonald

1. How many Compass Project Workstreams are noted on the ABOUT tab?
   **ANSWER:** 15

2. Who is the Travel and Expense Business Policy and Process Owner?
   **ANSWER:** Finesha Colton-Lee

3. Under which tab can you find past meeting recordings?
   **ANSWER:** News & Events

4. Under which tab(s) can you find the Compass Upgrade Newsletters?
   **ANSWER:** Communications Toolkit and News & Events

Attending a Compass Outreach Session is good for your health!

We recently conducted a Compass Outreach “health check” to get some insight into how we are doing getting the message out to the user community. 169 users completed the survey, and the end result is that users are more aware, engaged, and excited about the Compass upgrade by attending Compass Outreach Sessions.

Thank you to all who participated.

Prize Winners:
Susan Henschen, Stacy Paschal, Fred Harroway

Test Move (tēst mōv) n. A series of tests to ensure the system functions correctly, works with external systems, and supports business processes and policies accurately.

Congratulations to the Compass Upgrade Team who recently completed Test Move (TM) 1. There are four planned Test Moves for a full 44 weeks of testing. The Test Moves build upon each other as we continue to refine the system. TM1 and TM2 focus on core existing functionality, new features, customizations and determining if approved business cases can be supported by the system. TM3 focuses on communications with external applications. During TM4, the Compass users get a chance to try out the system during interactive labs.

Getting to Know You

Meet 3 of the Compass Upgrade Communications Council members. The Communications Council are your key local points of contact for the Compass Upgrade project, an essential BRIDGE to business end users who are impacted by the upcoming changes. Ask them for information or give them feedback to share with leadership. Click here to find out who your department Communication Advisor is.

Janey Wilcox – Yerkes Primate Research Center

*Emory History:* 29 years total, 9 years at Yerkes Main Station in various secretarial roles, 16 years with IACUC office, last 4 years as Admin Assistant at Yerkes Field Station in the Veterinary and Colony Management division.

*Bet you didn’t know…*

“I am very proud of my New Orleans & Cajun roots.”

“My dogs and I train and compete in canine agility. My current partners are my husband’s black Lab mix, Angie, and my Pembroke Welsh Corgi, Heidi. The dogs are the agile ones.”

*Excited about this Compass upgrade feature/functionality:* Upgrades in Travel and Expense reporting.
Rhonda Burke – Rollins School of Public Health
Emory History: 26 Years at Emory in Finance and Compliance
Excited about this Compass upgrade feature/functionality: “While I am looking forward to the upgrade as a whole, I am most excited about the enhancements to the Travel and Expense module. The pending changes promise to make the process less cumbersome and more efficient for the end user.”

Favorite Quote
“You are confined only by the walls you build yourself. Be better today than you were yesterday.”
-Andrew Murphy

Liz Daunt Samford – Emory Healthcare
Emory History: 24 years with Emory. Currently in Emory Healthcare, Emory University Hospital Midtown
Bet you didn’t know….
“I grew up in Atlanta, graduated from Avondale High School and still live 15 minutes from where I grew up.”

Favorite Quote
“Courage is what it takes to stand up and speak; courage is also what it takes to sit down and listen.”
-Winston Churchill

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