Compass 9.2 Training

General Ledger – What’s New in the GL User Community?

Steve Wheeler
Welcome & Introductions

- About me
- Have you taken the IDM (Institutional Data Management) Course?
- What have you heard about 9.2?
Agenda

- Overview and Course Objectives
- Favorites and Main Menu Sort options
- SmartKey becomes SpeedType
- GL WorkCenters
- Online Journal Entries
- Journal Mover
- Spreadsheet Journal Upload
- New ChartField & SpeedType Requests
- Wrap-Up & Support
- Assessment and Survey
Ground Rules
Course Objectives

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

- Explain why SpeedType replaces SmartKey
- Create, Edit, and Submit Online Journal Entries
- Demonstrate workflow submission and approval procedures
- Locate, Reclass, and Submit Journals using Journal Mover
- Create and Import Journals using Journal Spreadsheet Import
- Create and submit ChartField and SpeedType Requests
- Additional Resources and Course Wrap-up
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
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

We are here

Phase V: Stabilization
November 2016-June 2017
Roll out additional enhancements and provide support

Go-Live: Nov. 14
Emory Community Engagement Opportunities

- Over 60 Outreach Sessions across campus focused on key modules
- Multiple prototype labs
- 6 Interactive Labs focused on key modules
- Over 80 User Acceptance Testing Sessions
- 107 Peer Experts
- 35 Communication Council Members
What’s New in the General Ledger User Community

**SpeedType Replaces SmartKey**
Why is SmartKey Changing?

SmartKeys have no logic. They aren’t “smart”.

- As part of the Compass upgrade, we will be replacing the current Compass Smartkeys with PeopleSoft delivered functionality called SpeedType.
- Based on listening tour feedback, we understand that the user community would like to have a numbering convention that is logical and simple.

SmartKey is not a part of the PeopleSoft (Compass) tool.

- We pay extra for it.
- It prevents us from taking advantage of PeopleSoft updates/patches.
SpeedType Solution & Benefits

SmartKey
0000000350
Auto-generated, no logic

SpeedType
(for SpeedTypes requested AFTER go-live):
6184000123
First 6
Digits of
Dept. #
Auto Next-
Number

Effective for new SpeedTypes requested after Go-Live

*For Emory Healthcare, existing SmartKey configuration rules will not change
Currently, Grants has four Fund codes (5100-5400) representing agency funds received.

Federal and Non-Federal is embedded within the Fund Code.

ChartFields that are changing
ChartField Change #1 - Fund Code

1. 5700 – New Award/Project Set-up

- 5700 indicates that it is Research funds.
- Having a single fund code will reduce the effort to change it after initial setup if it is incorrect or needs to be updated.
ChartField Change #2 - Project Type

The Federal/Non Federal attribute moved to the project type field.

- If change occurs, there is no need to do a transfer from one ChartField string to another, only the attribute changes.

- An audit stamp was added to the attribute so that we capture when a change occurs to the project type value.
PeopleSoft Chart of Accounts – Current Structure

ChartFields that are changing

- Currently, the Activity ID ChartField is used; however, only one value of "GRANT" is used across all sponsored projects.
Eliminates the creation of new project IDs to separate budget periods when there is no carryover.

Grants with carryover authority will have one Activity ID to represent the entire 5 year award segment.

Allows users to tie the years of a project together with Project ID yet segregate when appropriate by viewing the Activity ID (reduces the need to externally track the project id to the year).
General Ledger 9.2 – University & Healthcare

General Ledger WorkCenters
General Ledger WorkCenters

- Objectives: at the end of this section, you will be able to:
  - Navigate the General Ledger WorkCenter
  - Personalize My Work filters
Guided Tour

- **Navigate to the GL WorkCenter**
- **Identify the four WorkCenter section**
- **How to Edit My Work filters**
Knowledge Check

On your worksheet....

- What are the 4 WorkCenter sections?

- Why are some of the My Work items red and what action do you need to take to change the red items to black/blue?
Creating Online Journal Entries
Creating Online Journal Entries

- Objectives: at the end of this section, you will be able to:
  - Create Online Journal Entries
  - Attach Supporting Documentation
  - Validate and Budget Check Journals
  - Submit for Approval
Guided Tour

- **Scenario**: Create an Online Journal Entry and add Attachments to the Journal. Perform Journal Edits and Submit for Approval.
- **Business Unit**: EMUNV
- **Journal Date**: Today’s Date
- **Description**: Reclass Journal to a different SpeedType
- **Line 1**: SpeedType 9155000001, Account 76120, Amount = 2-digit Month (MM) and Date (DD) of your birth. Example: your birthdate is 08/28. Enter 28.08 as the amount of your Journal.
- **Line 2**: SpeedType 7365000000, Account 76120, Amount = MM.DD of your birth
Knowledge Check

On your worksheet....

- *The SpeedType populates which ChartFields*

- *What does the Edit Journal Process do?*
Let’s Get Logged In

- Launch your Internet browser
- URL: https://fstrng.emory.edu
- ID: Your current ID
- PW: Your current Password
Exercise 1 – Creating Manual Journal Entries

- Use your exercise worksheet to complete the steps necessary to Create a Manual Journal Entry
Journal Entry Approval Workflow
Journal Entry Approval Workflow

- Objectives: at the end of this section, you will be able to:
  - Explain Approval Requirements
  - Locate and describe Approval Routing and Status
  - Demonstrate how to add ad hoc Approvers and Reviewers
Demonstration

- **Scenario**: The journal from the previous demonstration has been submitted for approval and returned for rework. Fixes are made and the journal is resubmitted for approval and posting.
Knowledge Check

On your worksheet....

- *What is the status of journals returned for rework?*

- *Where do you go to see if the journal has been posted to the GL??*
Coffee Break

10 mins
General Ledger 9.2 – University & Healthcare

Journal Mover
Journal Mover

- Objectives: at the end of this section, you will be able to:
  - Explain the Purpose of Journal Mover
  - Demonstrate the various Destination Options
  - Explain the Differences in Workflow
  - Cancel Journal Moves
**Scenario**: A Voucher Journal was created before new ChartFields were available. The journal needs to be moved to the newly added SpeedType.
Knowledge Check

On your worksheet....

- *When does Budget Checking occur during the Journal Mover Process?*

- *What journal source codes may NOT be used with Journal Mover?*
Exercise 2 – Using Journal Mover

- Use your exercise worksheet to complete the steps necessary to add Move lines from an existing journal to a new journal.
Maintaining Moved Journals
Maintaining Moved Journals

- Objectives: at the end of this section, you will be able to:
  - Demonstrate how to ignore a journal move
  - Explain restrictions on ignoring a journal move
Guided Tour

- **Scenario**: A journal was moved by mistake. The journal needs to be removed from the move process.
Knowledge Check

- **Are you able to maintain a journal created by another user?**

- **At what point in the submission and approval process are you NOT able to maintain a journal?**
General Ledger 9.2 – University & Healthcare

Spreadsheet Journal Import
Spreadsheet Journal Import

- Objectives: at the end of this section, you will be able to:
  - Navigate the Spreadsheet Journal Home Page
  - Create a New Journal Sheet
  - Import Journals Now
Guided Tour

- **Scenario**: A new journal sheet needs to be created and imported into Compass.
Knowledge Check

On your worksheet....

- When a spreadsheet is imported successfully, where can you find the Journal ID

- Is it necessary to be logged into Compass to create or edit a spreadsheet Journal
New SpeedType and ChartField Requests
Objectives: at the end of this section, you will be able to:

- Create a request for a new SpeedType/SpeedChart
- Create a request for a new ChartField
Guided Tour

- **Scenario:** A new SpeedType/SpeedChart is needed for a new Project
- **Scenario:** A new ChartField is needed for a new department.
Knowledge Check

- How are you notified when a new ChartField request has been approved?
- What are the four types of ChartFields you may request?
Exercise 3 – New ChartField Request

- Use your exercise worksheet to complete the steps necessary to add request a new ChartField
Travel & Expense 9.2 - University

Support
Support

- Objectives: at the end of this section, you will be able to:
  - Use Related Content
  - Access Job Aids and Recorded Training
  - Open Labs
  - Play & Explore
  - Contact Finance Support Center
Do you want to know more about the key changes?

**Accounts Payable – Key Changes**

<table>
<thead>
<tr>
<th>Key Solutions &amp; Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leverage the delivery of payments to customers.</td>
</tr>
<tr>
<td>The new 9.2 Payroll system provides faster results.</td>
</tr>
<tr>
<td>It uses a 'stepped' approach to ensure accuracy.</td>
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</tbody>
</table>

**General Ledger – Key Changes**

<table>
<thead>
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<th>Key Solutions &amp; Benefits</th>
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<tr>
<td>Changes to the mechanism for handling vendor payments.</td>
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<tr>
<td>Improvements to ChartF data.</td>
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</table>

**Travel & Expense Key Changes**

<table>
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<tr>
<td>A redesign of the expense report approval process.</td>
</tr>
<tr>
<td>New roles (optional) for project-level approvers.</td>
</tr>
</tbody>
</table>

**Security & Workflow - Key Changes**

<table>
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<th>Key Solutions &amp; Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workflow routing will be based on department.</td>
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<tr>
<td>There will be flexible dollar-level approval assignments.</td>
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</table>

Visit the website for more information.
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-Guaranteed Invoices?
How do I Run the Invoice and Print Process?
How do I Reprint Invoices?
How do I Upload Invoices from a Spreadsheet?
How do I Create Correct 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 a Wire for Direct Journal Payment?
How do I Add a Wire for 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?

Correspondence
How do I Use Statement Groups?
How do I Create Customer Statements?
How do I Create Dunning Letters?
How do I Create Follow Up Letters?

General Accounts Receivable
How do I Reclassify Direct Journal Entries?
What are the AR/Billing Scheduled Processes?
How do I Run Mass Change For Bad Debt Items?
Training resources will be available in defined areas.

“Related Content” (meaning content related to the page) is available on select pages in high-traffic areas. 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
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
Questions
1. Log into ELMS [https://elmprod.emory.edu/](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
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

**ACTIVITY #: 260432 - 13074**