

**Need Help with Compass?**  
**Check out these resources:**

**Web:** [www.compass.emory.edu](http://www.compass.emory.edu)  
**E-mail:** [compass@emory.edu](mailto:compass@emory.edu)  
**Help Desk:** 7-7000

**Compass Support Toolbox:** [www.compass.emory.edu/pstoolbox](http://www.compass.emory.edu/pstoolbox)  
**ChartField and SmartKeys:** [www.compass.emory.edu/smartkeys](http://www.compass.emory.edu/smartkeys)  
**Super Users:** [www.compass.emory.edu/superuser](http://www.compass.emory.edu/superuser)

## Compass Alerts



As urgent Compass updates arise, the Compass Team will inform users via Compass Alerts. The Compass Bulletin provides a summary of recent alerts. [Click here](#) to view the full alert.

### ALERT 1: Employees are using obsolete SmartKeys in Compass

Visit the [Compass web site](#) to verify you are using valid SmartKeys (effective 9/1/09) to process your financial transactions.

### ALERT 2: Employees are entering "practice" transactions in Compass

Compass is a real system and transactions cannot be deleted. **DO NOT** enter "practice" transactions in the system. If you have any questions about entering transactions, please refer to [Training web pages](#) or contact [compass@emory.edu](mailto:compass@emory.edu).

### ALERT 3: Multiple SmartKeys replaced a FAS account

If Compass lists two SmartKeys for the one FAS account you used before, the Program and/or Event ChartField is probably being used to provide more detail. If you do not need the detail, e-mail a request to delete the SmartKey with the extra information to [compass@emory.edu](mailto:compass@emory.edu).

### ALERT 4: Close FY09 transactions in FAS

Remember to close FY09 transactions in FAS. Use Compass to create and initiate FY10 transactions. If you entered any FY09 transactions in Compass, e-mail the Controller's Office for assistance ([ctrl@emory.edu](mailto:ctrl@emory.edu)).

### ALERT 5: Dual SmartKeys for some Grant Projects

In FAS, OGCA reused some account numbers to remain within the grant and contract range of accounts. This resulted in multiple project numbers appearing in Compass. The latest and current PS project number is in the form of GXXXXXX3. If you have dual SmartKeys for the same project, use the PS project number that ends with "3." For more information, call Ron Thompson at 7-4289 or the Help Desk at 7-7000.

### ALERT 6: Issues with the Expense Report/Payment Request E-mail Approval Link

If you are experiencing issues with the e-mail approval link, please log directly into Compass (<https://compass-login.emory.edu>) and navigate to your approval inbox. We apologize for any inconvenience and are working to resolve the issue.

## Compass Support Toolbox



Available via the [Compass web site](#) as your one-stop for "go-live" support and materials. In it you will find links to job aids, frequently asked questions, forms, support information and Help Desk contact numbers. **Make it your first stop for help information.**

## REMINDER

### EMPLOYEE Expense Reports

- **Setting up a proxy for another employee:** To enhance the security of Emory's financial systems, all employees are asked to identify who is eligible to process reimbursements on their behalf or identify their "proxy." It only takes a few minutes to set up a proxy.
- **To request someone to list you as their proxy,** use the [Proxy Request Communication](#) to proactively initiate the set up.
- **If you are the employee requiring a proxy,** please review the [Expense Report Setup](#) job aid (page 1) to add a proxy.
- **Setting up a proxy on behalf of students/guests/non-employees:** Refer to the [Expense Report Setup](#) job aid (bottom of page 1) for guidance on setting up a proxy for a non-employee.

### STUDENT Expense Reports

- **Obtaining access to Compass for students who will create their own expense reports:** Do you work with students or student organizations who will submit expenses for reimbursement? If so, please share the following information.

To gain access to Compass, students must complete the **Creating and Submitting Expense Report** course and review the **Supplemental Job Aid - Expense Report Job Aid** ([http://www.compass.emory.edu/training/trn\\_exp.html](http://www.compass.emory.edu/training/trn_exp.html)).

Upon completion of the course, students should print the exam score and record the following information on the exam score printout:

1. Full Name (as listed on file with Emory University)
2. Network ID
3. Contact Number
4. E-mail address

Students may submit the exam sheet with the required information to Procurement and Payment Services to [acctpay@emory.edu](mailto:acctpay@emory.edu) or by fax to 404-727-4358. A Procurement and Payment Services representative will notify the student when access to Compass is granted. Once access is granted, students can process their expenses at <https://compass-login.emory.edu>.

### Printing Expense Reports

- To ensure the expense report prints correctly, **disable the internet browser pop-up blocker** before printing. If you need assistance disabling the pop-up blocker, please contact your local desktop support resource.

### Training is Available

- Compass training is available. Visit [Compass Training](#) to access all training materials.