Compass Bulletin

SmartKey Query Available in Compass

To ensure that all employees are using the most up-to-date SmartKeys (including any SmartKeys modified since go-live), employees can now run the query, **EU_GL_OPER_SMARTKEY**, to retrieve the latest SmartKey list for their units.

To run the query, Log in to PeopleSoft, then navigate to **Reporting Tools > Query > Query Viewer** and input query name.

1. Click HTML or Excel.
2. Enter Operating Unit.
3. *If more detailed department results are desired:* Enter Dept ID Range (Start and End); otherwise, leave blank
4. Click View Results.

Working with Expense Reports

Approving Expense Reports – Checking Account Detail

Relevant Training/Job Aids - Refer to the [Expense Report Approvals Desktop Reference Guide](#) or complete the [Expense Report Approval Training,](#) available on the Compass web site.

Quick Hint - To view the SmartKey and Account for each expense line**,**
- From the Expense Report page, select the **Detail link** to the right of the billing type.
- Select the **Accounting Detail link** at the bottom of the subsequent screen to review the details.
- To return to your Expense Report, select **OK > Return to Expense Report**.
- If you have more than one Expense listed on your Expense Report, repeat the steps to view each detail.

Checking the Status of Expense Reports

Relevant Training/Job Aids - Refer to [Viewing and Modifying an Expense Report Desktop Reference Guide](#), available via the Compass Support Toolbox.

Quick Hint - To check the status of your Expense Report, follow the navigation path: **Employee Self Service > Travel and Expense Center > Expense Report > View**
- Enter the Report ID or change the "Search By" for additional options.
- Click **Search**.
- Use the Approval Map (at the bottom) to review the Expense Report status. If your report was denied or put on hold, click on the arrow next to Comments to view the reason.

Trouble viewing documents? Need help disabling your Internet pop-up blockers? Review [How to Disable Common Pop-Up Blockers](#), available in the Compass Support Toolbox.

Compass Support Center Help Sessions

Beginning this week, the Compass Support Center introduces "**Compass One-on-One,**" help sessions designed to provide employees one-on-one help with their Compass questions and transactions. The first session will be **Friday, September 25, from 1:30 to 5pm in Room 1D at 1599 Clifton Road.**

        This help session will focus on GL and reporting questions (non-expense, travel, etc.). Compass users who bring individual or unit questions and "real life problems" will be provided one-on-one assistance by project team experts in the following areas (assuming access has been approved by your unit's business officer):

- How to process a journal entry
- How to set up inquiries that you need to do your job
- How to approve, reject or edit a journal entry
- How to run a query for your area
- How to run a report for your area
- How to find the latest SmartKeys

The Compass One-on-One sessions will not include any formal presentations or formal training material. Your problems and issues are the focus of our session, so be sure to bring examples of your issues/questions so we can help you individually.

Driving to 1599? *Visitor parking is available on Level C of the garage and the CCTMA shuttle stops at the front door.*

Do you need to add, modify, or delete a Compass ChartField or SmartKey? If so, complete and submit the
"Compass ChartField Value/SmartKey Request Form"
to compass@emory.edu or fax to 7-2310. A separate form is required for each ChartField value.
[Click here to access.](#)

Training is Available

Do you need help navigating Compass? Do you need help completing transactions in the system? All users are ***strongly encouraged*** to complete Compass training. Course materials are available online and take a short time commitment to complete. Visit [Compass Training](#) to access all training materials.