

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

**Web:** www.compass.emory.edu  
**Help Desk:** 7-7000

**Compass Support Toolbox:** www.compass.emory.edu/pstoolbox  
**ChartField and SmartKeys:** www.compass.emory.edu/smartkeys

## Expense Report Change: *Payment Type* Selections (University Only)

Compass Expense reporting has changed. You may have noticed by now that when you enter your *Expense Type*, your only corresponding selection for your *Payment Type* is PERSONAL FUNDS.

Previously, when entering an Expense Report, you were able to select one of the following three ways to indicate how your expenses had been paid:

1. Your Personal Funds
2. Your Emory Corporate Card
3. Pre-paid by Emory Travel Agencies (airfare only)

Now when you enter the *Expense Type*, PERSONAL FUNDS is your only selection of *Payment Type*.

This elimination of choices was made because the other two **Payment Types**, (Emory Corporate Card and Pre-Paid by Emory), must be imported into the Expense Report only by using the **My Wallet** function.

**My Wallet** is where your Emory Corporate Card charges and Pre-paid expenses (airfare by Emory Travel Agencies) are stored. They will remain in **My Wallet** until you create an Expense Report to remove them.

For additional questions about this update, please contact Procurement and Payment Customer Care at 7-5400.

## Optix/WebOptix Will Be Unavailable January 8-11

Optix/WebOptix will be unavailable from 6:00 p.m. on Friday, January 8, until 6:00 a.m. on Monday, January 11, for a system upgrade.

During that time, the **View Images** links will not function. Therefore, if you are approving Travel/Expenses or Payment Requests during that weekend, you will not be able to view images.

### Compass 1-on-1 Help Sessions

The following 1-on-1 help sessions will be held at 1599 Clifton Road in the computer training room on the first floor:

- ✓ Monday, January 11, 2010 (3:00-4:30 pm)
- ✓ Wednesday, January 20, 2010 (9:00-10:30 am)
- ✓ Monday, January 25, 2010 (3:00-4:30 pm)

## Reviewing Your Budget: Finding Information in Compass

You can get detailed step-by-step procedures on how to review your budget in Compass by clicking [Reviewing Your Budget: Finding Information in Compass](#) or going to the [Compass](#) website.

### Tip of the Week

The following basic navigation tip will make using Compass easier for you.

### Opening Multiple Items

When you need to use multiple items on the left menu, select **New Window** on the upper right side of the screen or select **File>New Window** and open each item in a different window.

You can use this method to line up different pages and move them around on the screen.

**Note:** If you make changes on the second screen you open, be sure to refresh the first screen or it will not display the changes.

Firefox lines up tabs at the top of the screen just above the Compass blue bar, while Internet Explorer lines them up as selections at the bottom of the screen.

### What it looks like:

