

Compass Journal Deadlines and GL Close Dates for Fiscal Year 2010

To ensure the timely processing of transactions in the Compass financial system, journal entries for Fiscal Year 2010 should have completed workflow approvals by the following dates to allow for completion of the approval and posting process prior to month-end close.

Remember: January journal entries not posted at close will be deleted by February 15.

| Month | Journals Due Date | Final General Ledger Close Date | Expired Entries Deletion Date |
|---------------|-------------------|---------------------------------|-------------------------------|
| January 2010 | 01/28/10 | 02/09/10 | 02/15/10 |
| February 2010 | 02/25/10 | 03/08/10 | 03/15/10 |
| March 2010 | 03/30/10 | 04/08/10 | 04/15/10 |
| April 2010 | 04/29/10 | 05/10/10 | 05/15/10 |
| May 2010 | 05/27/10 | 06/08/10 | 06/15/10 |
| June 2010 | 06/29/10 | 07/09/10 | 07/15/10 |
| July 2010 | 07/29/10 | 08/09/10 | 08/15/10 |
| August 2010 | 08/30/10 | TBD | 09/15/10 |

For more detailed information, see the [Journal Deadlines and GL Close Dates document](#) on the Compass home page.

Department Training (University Only)

With the assistance of campus departments, we will begin scheduling Compass training for departments for the following courses:

- *Financial Management Using Compass: Reporting Basics*
- *Financial Management Using Compass: Accounting Basics*

Departmental training will be limited to 24 participants per session, with a minimum of 20 participants required. If you have fewer than 20 people who need Compass training, you can recruit another department to take the training with you.

To schedule training for your department, call Charles Walker at 7-2566 after March 1, 2010.

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, February 15, 2010 (3:00-4:30 p.m.)
- ✓ Monday, February 22, 2010 (3:00-4:30 p.m.)

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.

Personalize Your Screens

You can personalize most pages in Compass by clicking **Customize** in the upper right corner of the page.

The customization page that is displayed when you click **Customize** allows you to hide columns you don't need or to define the tab order of fields so that you can focus on the information you need.

You cannot hurt anything by playing with these settings, and customizing your screens can improve your Compass experience.

Click the following link for more detailed information on personalizing your screens and search for *Customizing Compass Pages*: [Personalize Compass pages](#)

What it looks like:

[Copy Settings](#)

Page Customization

Put this page in front (the current tab) when I come into this component.

Save tabbing order customized below.

To define new tabbing order, select Clear Tabbing Order, then click items to include in desired sequence. To rearrange tabbing order, select Remove from order, Move up in order, or Move down in order, then click appropriate items to rearrange.

Include In Tabbing Order Remove From Order Move Up In Order Move Down In Order

[New Window](#) [Help](#)

Unit: EMUNV Journal ID: NEXT Date: 01/25/2010

Long Description:

*Ledger Group:

Ledger:

*Source:

Reference Number:

SJE Type:

Journal Class:

Transaction Code:

[Currency Defaults: USD / CRRNT / 1](#)
[Reversal: Do Not Generate Reversal](#)

Auto Generate Lines

Adjusting Entry:

Fiscal Year: 2010

Period:

ADB Date:

Save Journal Incomplete Status

User ID: CRWALKE Charles Walker

[Commitment Control](#)