New Instructor-led Compass Courses Available in March (University Only)

Two new instructor-led Compass courses will be available in March:

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

**Note:** You can sign up for the new Compass courses through PeopleSoft HR Self Service beginning Thursday, Feb. 25.

In Accounting Basics participants learn how to perform basic accounting operations within the system, and how to set up the Compass financial management system to increase productivity.

Reporting Basics teaches participants how to use the Compass query, inquiry, and reporting functions.

**Coming soon:** Financial Management Using Compass: Grants and Sponsored Programs.

Five sessions of each course will be offered in March, including classes on two Saturdays, in order to make Compass training as accessible as possible.

**Accounting Basics**
- Wednesday, March 3, 1:00-5:00 (1599, 1.380)
- Thursday, March 11, 1:00-5:00 (1599, 1.380)
- Tuesday, March 23, 1:00-5:00 (1599, 1.380)

**Saturday Classes**
- Saturday, March 27, 9:00-1:00 (1599, 1.380)
- Saturday, March 27, 9:00-1:00 (SOM, 312)

**Reporting Basics**
- Thursday, March 4, 9:00-4:15 (1599, 1.380)
- Friday, March 12, 9:00-4:15 (1599, 1.380)
- Friday, March 26, 9:00-4:15 (1599, 1.380)

**Saturday Classes**
- Saturday, March 13, 9:00-4:15 (1599, 1.380)
- Saturday, March 13, 9:00-4:15 (SOM, 312)

Compass Online Reference Guide: Your First Stop for Compass Information

The Compass Online Reference Guide should be your first stop when you have a question about how to use Compass. It gives you detailed, step-by-step information on how to perform various functions in Compass. You can navigate the Compass Online Reference Guide by clicking the links to specific information.

The Compass Online Reference Guide is located on the Compass home page.

**Tip of the Week**

The following tip of the week will make using Compass easier for you.

**Select at Least One Chartfield When You Run a Delivered Report**

When you run a delivered report in Compass, select at least one chartfield to narrow the amount of data that is returned. If you run a delivered report without any chartfield selections, you are effectively running the report for the entire business unit, which can give you more data than you want to wade through. It also negatively impacts processing time.

In the following example, a department value is entered, and to narrow the slice of data even more, a fiscal year and period are defined.

**Tip:** If you don’t see a list of Chartfields from which to select, click **Refresh** and a list will be displayed.

**What the selection screen looks like:**

Important Reminder!

Journals that are not posted in the month they were created will be deleted on the 15th of the following month.