

Need Help with Compass?
Check out these resources:

Web: www.compass.emory.edu
E-mail: compass@emory.edu
Help Desk: 7-7000

Compass Support Toolbox: www.compass.emory.edu/pstoolbox
ChartField and SmartKeys: www.compass.emory.edu/smartkeys
Super Users: www.compass.emory.edu/superuser

Reporting Update

To monitor your revenue, expenditures and budgets during the month of October, please utilize the Inquiry feature which is available to all Compass users with Commitment Control access. Currently, the reporting feature in Compass is only available via the Chief Business Officer of each academic and administrative operating unit, in order to receive feedback and broader roll-out direction. The Compass Team is working with the Business Officers to ensure a process for providing reporting data to users in a timely and efficient manner.

REMINDER

I need to complete a travel expense report, but I don't see my final destination in the list of choices? Will Compass add more choices?

The destination lookup table is populated with the official airport code designations. While we understand that employees use other methods for travel, please select the closest airport code to your final destination. For example, if an employee drives to St. Simons Island, pick SAV (Savannah airport code) as the closest airport. In the comments section of the expense report, indicate that you "drove to St. Simons Island."

Capturing destinations from "standardized list" of choices allows Emory to capture good, consistent data for reporting and helps us know where employees are traveling.

Keep your "Wanted" E-mail from your "Junk" Folder

Turn off the junk filters in Outlook (client side):

- Navigate to **Tools**, select **Options**
- Click the **Junk Mail** option (this will bring you to a second screen)
- Confirm the following is checked: **No automatic filtering** (first radial button)
- Click **Apply**
- Click **Ok**

Increase the filters on the Postini side:

- Enter the following URL in your browser - <https://enid.emory.edu/myaccount>
- Login at the login screen
- Click the **Login to Spam & Anti-Virus Service** link (this will take you directly into Postini and will bring up your quarantine summary).
- At the top, click on the **My Settings** link.
- Under Junk Settings, click on the **Manage Junk Filters** link. Note the overall junk filter setting which is in many cases set to **lenient**. Change this setting to **very aggressive**.

Compass Support Center Help Sessions

The first **Compass One-on-One** help session welcomed over 100 employees! Did you attend? If not, don't worry. The next Compass One-on-One session is TODAY **Friday, October 2, from 1:30 to 5 pm at Yerkes in the Bourne Seminar Room.**

"**Compass One-on-One**," is a series of help sessions designed to provide employees one-on-one help with their Compass questions and transactions. **This week, the 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



Parking at Yerkes: Visitor parking is limited so please consider transportation alternatives such as carpooling, biking, walking, or riding the [shuttle](#).

SmartKey Query Available in Compass

To retrieve the latest SmartKey list for your unit (including any SmartKeys modified since go-live), run the query **EU_GL_OPER_SMARTKEY**. For instructions to run the query, visit the [New ChartField Values](#) page of the Compass web site.

Healthcare Employees:



Emory Healthcare made a process change regarding the approval of expense reimbursements. Manager approval **will not** be done electronically as shown in the training and job aids. To learn more, review the following:

- [Travel/Non-Travel Expense Report Instructions](#)
- [Emory Healthcare Finance Home page](#)