Compass Super User Meetings
Scheduled in December

Mark your calendar for the following December Compass Super User Meetings!

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, Dec 9</td>
<td>8:30-10:00</td>
<td>Room 153A, School of Medicine Building</td>
</tr>
<tr>
<td>Friday, Dec 11</td>
<td>3:00-4:30</td>
<td>Room 312, School of Medicine Building</td>
</tr>
<tr>
<td>Tuesday, Dec 29</td>
<td>9:00-10:30</td>
<td>Room 312, School of Medicine Building</td>
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</tbody>
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Journal Spreadsheet Upload

If you have received an error message while trying to upload journal spreadsheets, the problem may be a Microsoft security update to Excel that is installed on your computer.

Click here to see a document that steps you through two different solutions to the problem.

The document is also available on the home page of the Compass website and on the Compass Support Toolbox page.

Compass 1-on-1 Help Sessions Continue Through December

Compass 1-on-1 help sessions are scheduled to continue through December.

Compass 1-on-1 help sessions are designed to provide employees 1-on-1 help with Compass questions and transactions. Bring your questions to one of the upcoming sessions.

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

- Friday, November 20, 2009 (9 - 10:30 am)
- Monday, December 7, 2009 (9-11:00 am)
- Monday, December 14, 2009 (9-11:00 am)
- Monday, December 21, 2009 (9-11:00 am)
- Monday, December 28, 2009 (9-11:00 am)

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.

In addition to the help sessions, Managing Your Budget Workshops will be coming soon! Check your Compass Bulletin for dates, times, and locations.

Tip of the Week

The following Tip of the Week shows you the procedure for viewing your unrestricted operating budget.

E&G/Unrestricted Operating Budget (Expenses Only)

What this option gives you: The ability to drill down to various documents.

Recommended for: Detail analysis and a quick view of your available budget.

Tip: Like most things in Compass, a little time invested on the front end for setting up inquiry templates will save you time in the long run.

Drill down:
1. Click on Commitment Control in the left menu bar.
2. Click on Review Budget Activities.
3. Click on Budgets Overview.
4. Click on the tab Add a New Value.

Note: Once you have set up and saved an inquiry using the Add a New Value tool, you can simply click Search on the Find an Existing Value link and select your inquiry.

What It Looks Like

[Image of the interface for drilling down to the E&G/Unrestricted Operating Budget]

For more details, see the Reviewing Your Budget document, which is always up-to-date, on the Compass website.