

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

Compass Super User Meetings Scheduled in December

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

Wednesday, December 9	8:30-10:00	Room 153A, School of Medicine Building
Friday, December 11	3:00-4:30	Room 312, School of Medicine Building
Tuesday, December 29	9:00-10:30	Room 312, School of Medicine Building

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)

Compass Support Toolbox



Available via the [Compass web site](#) as your one-stop for support and materials. In it you will find links to job aids, frequently asked questions, forms, support information and Help Desk contact numbers. **Make it your first stop for help information.**

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.

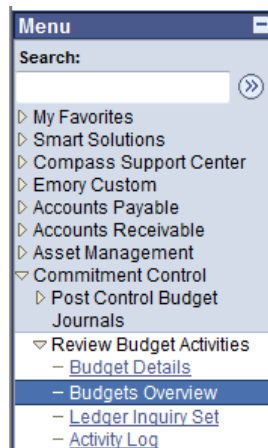
Tip: Like most things in Compass, a little time invested on the front end for setting up inquiry templates will save you time in the long run.

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



Budgets Overview

[Find an Existing Value](#) [Add a New Value](#)

Inquiry Name:

[Find an Existing Value](#) | [Add a New Value](#)

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