Compass Bulletin

Selecting a 3-Letter Destination Code on Your Expense Report

"My trip was to Santa Cruz, California, but I flew into San Francisco (SFO). I want to select Santa Cruz as my destination but I don't see Santa Cruz on the destination list."

"My trip was to Birmingham, Alabama, but I didn't fly there. I drove. Why should I select the BHM airport destination when I didn't fly?"

The **Destination** field displays an official list of 3-letter airport codes all over the world. So, even if your trip was officially to Santa Cruz, go ahead and select San Francisco (SFO) as your official destination. You can note in your comments section that the meeting was in Santa Cruz.

It may seem unusual that the Expense Report Tool relies on an airport table for destinations. But the airport table is used to provide consistent naming of destinations so reporting across Emory can rely on usable, consistent names. Without this standardization, trips to one single city, such as New York City, could end up being coded as everything from "New York City" to "NYC" to "Manhattan" to "NY" to "LGA"!

Sometimes, looking up 3-letter **Destination Codes** can be tricky in the Compass search tool. If you are having trouble, skip the **Basic Search** and go to **Advanced Search** instead. Go to **Description**; select **Contains** so you don't have to type in an exact airport name. Now, type in **City** and your **Destination Code** should be displayed.

Do you have additional questions? Call Procurement and Payment Services Customer Care at 7-5400.

Optix/WebOptix Will Be Unavailable December 18-21

Optix/WebOptix will be unavailable from 6:00 p.m. on Friday, December 18, until 6:00 a.m. on Monday, December 21 for a system upgrade.

During that time, the **View Images** links will not function. Therefore, if you are approving Travel/Expenses or Payment Requests during that weekend, you will not be able to view images.

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, 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.

Tip of the Week

The following **Tip of the Week** shows you the procedure for viewing your Sponsored Grant Project.

Project Budget vs. Actuals and Commitments (Sponsored Grant Projects)

Overview: This Compass option allows you to monitor your budget and analyze expenses by drilling down to the appropriate documents.

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

What questions can this option answer?

- How much of my budget is still available?
- What purchase orders have paid?
- How much of the salary budget has been expended?

What it looks like:

Inquiry Results
Budget Overview

Business Unit:	EMUNV	
Ledger Group:	GRANT_CHD	Grant Child
Type of Calendar:	Detail Budget Period	
Amounts in Base Currency:	USD	
Revenue Associated	✓	

Return to Criteria   Max Rows: 100   Display Options   Search

Ledger Totals (8 Rows)

		Net Transfers:	0.00
Budget:	251,263.00		
Expense:	149,820.67		
Encumbrance:	0.00		
Pre-Encumbrance:	0.00		
Budget Balance:	101,442.33		
Associate Revenue:	0.00		
Available Budget:	101,442.33		

Budget Overview Results

			Ledger Group	Smart Key	Oper Unit	Dept	Account	Fund	Class	Program	Eve
1			GRANT_CHD	0000014872	20000	738500	50050	5200	A220	00000	000
2			GRANT_CHD	0000014872	20000	738500	51800	5200	A220	00000	000
3			GRANT_CHD	0000014872	20000	738500	52100	5200	A220	00000	000
4			GRANT_CHD	0000014872	20000	738500	53000	5200	A220	00000	000
5			GRANT_CHD	0000014872	20000	738500	56000	5200	A220	00000	000

For more details, see the **Reviewing Your Budget** document on the **Compass website**.