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Calendar of Events

Available Now! Register for Instructor-Led training courses

September 1: Project Compass Go-Live

[Click here](#) to download the Project Compass Countdown Calendar



Questions?

Check out these helpful tools for understanding PeopleSoft Financials

PeopleSoft Financials Training

Access online training lessons and course information.

Manager's Toolbox

Tools to help managers guide employees through the transition to PeopleSoft Financials.

Contact Us

Web:
www.compass.emory.edu

E-mail:
compass@emory.edu or
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Get Ready. Get Set. Distance Learning Courses Prepare to Launch!

The first release of PeopleSoft Financials Distance Learning courses are in the final stages of review. The courses will launch in the coming week, focusing on the high-demand courses first.

Which Distance Learning courses will be available first?

The [PeopleSoft Training Release Schedule](#) provides a listing of when all training courses and job aids will be available for Emory employees. The Mid-July release of Distance Learning courses includes:

Accounts Payable

- Payment Requests

Expense

- Expense Reports

General Ledger

- GL Basics: Online Journal Entries
- GL Basics: Journal Approvals
- GL Basics: Performing GL Inquiries

Grants

- Research Admin/PS Grants Overview
- Proposal Express
- Proposal Review & Approval (Non-OSP/OGCA Staff)
- Proposal Review & Approval (OSP/OGCA)

Reporting

- PeopleSoft Financials Reporting Basics

How do I know if I should take any of these Distance Learning courses? Did you create your personal learning path using the *Learning Path Tool*? The Learning Path Tool is designed to provide you with a suggested training course list, which will help you select and complete the appropriate courses. Find the *Learning Path Tool* on the Project Compass Training web page, under "What training should I take?" [Click here](#) to download the Learning Path tool.



Not sure what courses will be offered? [Click here](#) to visit the Project Compass Course Catalog for a description of all courses.



Getting Smart with SmartKeys

According to Belva White, Associate Vice President and Controller, Emory University, there are two vital elements for successfully transitioning to PeopleSoft Financials:

- (1) understanding the system navigation; and
- (2) understanding how to use ChartFields and SmartKeys.

To learn about ChartFields and SmartKeys complete the prerequisite training course, *Understanding ChartFields and SmartKeys* ([click here](#) to access).

In addition to learning about the SmartKey and how to use it, the Controller's Office is releasing a list of the converted SmartKey values.

The converted SmartKeys will be available via the Project Compass website. Check the website homepage for a listing of your SmartKeys.

Preparing Managers for the Transition to PeopleSoft



Project Compass is offering, *The Manager's Guide to Transitioning to PeopleSoft Financials Webinar*. This one-hour webinar will walk managers through strategies and tools for helping their employees during the transition to PeopleSoft.

If you did not attend the first session on July 10 please join us!

When: Friday, July 17 (1 - 2 pm)

Who Should Attend: Anyone who manages employees impacted by PeopleSoft Financials

How Do I Participate in the session?

- Pre-registration for the webinar is not required.
- To access the webinar, click or paste the following URL into your browser <https://intercall.webex.com/intercall/j.php?EID=126346337&UID=1072674002>. The link will not be activated until 15 minutes before the session.
- When prompted, enter the meeting number: 592 502 031
- To hear the speakers or to ask questions, dial into the session via a phone line using either the toll-free call-in number (1-877-729-4963) or the regular call-in number (1-720-239-7282). When prompted, enter the conference code: 4049756323