



Project Compass Bulletin

Preparing Emory for PeopleSoft Financials, our enterprise-wide solution for accounting financial systems.

July 24, 2009

Volume 2, Number 3

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Calendar of Events

Available Now! [Click here](#) for training registration information

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

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www.compass.emory.edu

E-mail:
compass@emory.edu or
pcompas@emory.edu

Distance Learning is Available!

Last week, Project Compass announced the first release of PeopleSoft Financials Distance Learning courses. **We are pleased to announce that the courses are now available via PeopleSoft HR Employee Self Service!** [Click here](#) to sign in to the Employee Self-Service to begin the following courses:

Accounts Payable

- Payment Requests

Expense

- Expense Reports

General Ledger

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

Grants

- Research Admin/PS Grants Overview

Reporting

- PeopleSoft Financials Reporting Basics

Job Aids: In addition, several new job aids were added to the Project Compass Course Catalog for the **Accounts Receivable/Billing** and **Student Administration** modules. [Click here](#) to access the job aids.

Get Started Now! Distance Learning courses will be released in three waves. The next release wave is Early August. Stay on track with training by completing your July courses now.

Complete Registration now for Instructor-Led Training! Registration is available for all Instructor-Led courses. Seats are limited. Please do not sign up for classroom training unless approved by your supervisor. For a complete list of training courses and their corresponding release dates, [click here](#) to review the Training Release Schedule.



If you encounter any training issues with Employee Self-Service, please contact Nina Gibbs or LaSheree Mayfield.



Training Survival Tips

Need help navigating training? The following tips will help you be successful with PeopleSoft Financials training!

"When I tried to register for distance learning, ESS listed 'no sessions available.' What's that about?" The distance learning is not yet available. Check the release schedule for release dates. When it is available, the "no sessions available" text will be replaced with a link to the course.

"I opened up the distance learning/UPK, and nothing happened!" A few clicks will get UPK going! [Click here](#) for a guide to using UPK.

"How will I ever get it all done?!" Put your Learning Path on your calendar! Book training time on your calendar to prevent time from slipping away.

"I'm still not sure about my learning path." Click on the highlighted words for links to more information on the Project Compass web site.

1. Create a [learning path](#).
2. Review [course designs](#) to refine learning path.
3. **Set training priorities** and confirm your learning path with your manager.
4. Put training goals on your [calendar](#) based on training release dates.
5. A **score of at least 70%** on each of the course assessments is evidence that you have successfully completed the course.
6. Document successful completion of Distance Learning training by having your manager sign your [Course Certificates of Completion](#).
7. Update your **training record** in PeopleSoft Employee Self-Service.

ANNOUNCING:

ChartField values and SmartKey information is available now! [Click here](#) to review the draft SmartKey definitions on the Project Compass web site.



Super Users – Who is Helping You?

Super Users are Emory employees who have volunteered to support their respective organizations during the transition to PeopleSoft Financials.

The Super Users are doing some awesome things around Emory, including providing overviews on the various training tools and familiarizing staff with the new system.

Do you know your department Super User? Are they discussing PeopleSoft with you? [Click here](#) to find your Super User and reach out to them for more information.