Project Compass Bulletin

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

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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

Web:
www.compass.emory.edu

E-mail:
compass@emory.edu

Distance Learning Update

Additional Distance Learning courses are available this week.

Available This Week:
- Proposal Express (EPEX) (#260032)
- PS Financials Query Viewer (#260024)

Other Available Courses:
- Payment Requests (#260021)
- Expense Reports (#260014)
- GL Basics: Online Journal Entries (#260022)
- GL Basics: Journal Approvals (#260018)
- Research Administration/PS Grants Overview (#260030)
- PeopleSoft Financials Reporting Basics (#260026)
- HR Rep Training on Project Compass (#200287)

Click here to sign in to the PeopleSoft HR Employee Self-Service to begin the courses.

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.

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*What training are your peers taking? **Click here** to "hear" your Emory peers talk about how they are preparing for PeopleSoft Financials.*

Proposal Routing at Emory is Changing!

Effective September 1, 2009, **EPEX** (Emory Proposal Express) will be used to electronically route proposals through PeopleSoft. EPEX replaces the current SPAF (Sponsored Programs Approval Form).

EPEX provides many benefits for employees, including:
- Online tracking of proposals
- Electronic signatures (of required approvers)
- Budget development assistance

EPEX training is required for non-faculty. After completing training, non-faculty can request access to EPEX.

For more information on EPEX visit http://www.osp.emory.edu/OSP_other/EPEX.cfm.
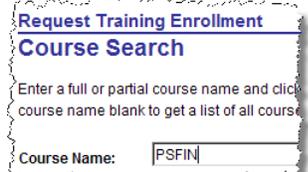

Training Survival Tips

A couple of key reminders to help you navigate PeopleSoft Financials Training:

1. **"I'm in ESS looking at a specific course … where is the distance learning link?"** After you click the session number for your course you will see the Session Details page. Look for the words **"Important Note."**

   ** IMPORTANT NOTE ** Please click here

   The link to the distance learning is in the paragraph that follows! **Click the link and save this document to your desktop**. Use this document to return to your course if you are interrupted while you complete the training. After you have saved this document to your desktop, **continue** with registration (enter the FAS account code [you will not be charged], click the check boxes, and click the "Continue" button at the bottom of this page).

2. **"I am trying to register for training, but can't find the training course in PeopleSoft HR Employee Self-Service (ESS)."** The Course Catalog has been updated with the Distance Learning course numbers to help you search for the available courses. In addition, you can search by course name for "PSFIN" to see all Project Compass related courses, except the HR course. The HR course may be found as course number 200287, HR Rep Training on Project Compass.

   Request Training Enrollment
   Course Search
   Enter a full or partial course name and click
   course name blank to get a list of all course
   Course Name: PSFIN

3. **"When I tried to register for distance learning, ESS listed 'no sessions available.' What's that about?"** The Distance Learning courses are being released in three phases. If you receive this message, the course you selected 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.

4. **"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.

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*If you encounter any issues **REGISTERING** for training via PeopleSoft HR Employee Self-Service, please contact Nina Gibbs or LaSheree Mayfield. Please direct all other training questions to compass@emory.edu.*