



# Project Compass Bulletin

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

August 10, 2009

Volume 3, Number 2

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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](http://www.compass.emory.edu)

**E-mail:**  
[compass@emory.edu](mailto:compass@emory.edu)

## Distance Learning Update

### Available This Week:

- GL Basics: Additional Journal Topics (#260017)
- GL Basics: Performing Inquiries (#260028)
- Proposal Review & Approval (non-OSP/OGCA) (#260033)

### Other Available Courses:

- Payment Request Approvals (#260027)
- Expense Report Approvals (#260031)
- Proposal Express (EPEX) (#260032)
- 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)
- PS Financials Query Viewer (#260024)

[Click here](#) to sign in to PeopleSoft HR Employee Self-Service to begin the courses.

[Click here](#) for step-by-step instructions to register and access the Distance Learning courses.



**Haven't started training yet? [Click here](#) to review the Project Compass training information and to get started!**

## Super User Solution Center

*"When you fear something, learn as much about it as you can. Knowledge conquers fear."* Over the last several months, Project Compass has provided various opportunities to learn more about PeopleSoft Financials. In preparation for go-live, Super Users in the Emory College are taking the knowledge process one step further.

Gene Murphy, Associate Director of Finance at Emory College, along with the College Super Users, created the **Super User Solution Center**. The Solution Center will provide employees with hands-on assistance if they are having difficulty after go-live. The Solution Center will be open four hours a



day. Employees can bring their work to the Solution Center and receive help with their transactions. [Click here](#) to hear Murphy talk about the Solution Center.

Do you know your Super Users? If not, [click here](#) to find your Super Users and learn more about what they are doing in your departments.

## Talk to the Experts



Do you have questions following the completion of the Distance Learning? Would you like to "talk it over" with a subject matter expert? Would you like to see the system in action?

If you answered yes, to any of these questions, we invite you to attend the **"Talk to the Experts" Webinars and Open Houses**.

[Click here](#) to get more information and to see the webinar and open house schedule.

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The first topic is **Payment Requests and Expense Reports**.

### Webinars

To access either webinar,

1. Go to <http://www.meetingcenter.net>
2. Select join meeting
3. Enter meeting number (listed below).

Date	Meeting number
Tues., Aug. 11 (1-2 pm)	593 545 824
Tues., Aug. 18 (1-2 pm)	593 427 738

To hear the audio for both sessions, dial into the sessions using either the toll-free number (1-877-729-4963) or regular number (1-720-239-7282). When prompted, enter the conference code: 4049756358.

### Open Houses

Date	Location
Thurs., Aug. 13 (1-3 pm)	1599 Clifton Rd. (lab 1.380)
Thurs., Aug. 20 (2-4 pm)	1599 Clifton Rd. (Rm. 1D)

*Bring your questions to the Open Houses!*

## Provide Your Feedback!



**Are you ready for PeopleSoft Financials?** Are there additional support materials that you need to prepare for PeopleSoft Financials?

[Click here](#) to complete the Readiness Assessment and to share your feedback.

**Did you complete a Distance Learning courses?** What did you think? Did you score 70% or better?

[Click here](#) to provide your feedback on the Distance Learning courses.