



## 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 share your feedback.

### Did you complete a Distance Learning course?

What did you think?

[Click here](#) to share your feedback on the Distance Learning experience.



## Questions?

Check out these helpful tools below 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

## Project Compass Go-Live is September 1!

### Distance Learning Update

The Distance Learning training courses are web-based courses that can be completed at your convenience. The web-based training does not require you to attend a classroom session.

#### Available This Week:

- GL Basics: Spreadsheet Journal Entries (#260025)
- GL Advanced: Journal Suspension (#260015)

#### [Click here to access the following job aids:](#)

- AP Inquiries Job Aid
- Replenishing Cash Funds – General Petty Cash Funds
- Replenishing Cash Funds – Participant Stipend Funds

#### Other Available Courses:

- GL Basics: Additional Journal Topics (#260017)
- GL Basics: Performing Inquiries (#260028)
- Proposal Review & Approval (non-OSP/OGCA) (#260033)
- 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 (ESS) to begin the courses.



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

## URGENT

In preparation for the PeopleSoft Financials "go-live," PeopleSoft HR will be **unavailable** beginning Wed., August 26 at 6 pm until Mon., August 31 at 8 am. **You will not be able to access the training courses via ESS during this time.**

The next Bulletin will have details on accessing training via the Project Compass web site.

## 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?

We invite you to attend the "Talk to the Experts" Webinars and Open Houses.

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There are three topics. You are welcome to attend the webinars and open houses for all three topics.

### Logistics and Access Information

#### To access the Webinars,

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

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.

To attend an Open House, please come to the location listed below during the specified time. Bring your questions to the Open House!

#### Topic: Payment Requests and Expense Reports

Topic	Date	Meeting Number OR Location
Webinar	Aug. 18 (1-2 pm)	593 427 738
Open House	Aug. 20 (2-4 pm)	1599 Clifton Rd. (Rm. 1D)

#### Topic: General Ledger Basics

Option	Date	Meeting Number OR Location
Webinar	Aug. 24 (2-3 pm)	592 002 062
Open House	Aug. 26 (9:30 - 11 am)	1762 Clifton Rd. (Rm. 1472 DAR)

#### Topic: Reporting

Option	Date	Meeting Number OR Location
Webinar	Aug. 25 (9:30 - 10:30 am)	598 783 734
Open House	Aug. 26 (9:30 - 11 am)	1762 Clifton Rd. (Rm. 1472 DAR)

[Click here](#) to get more information.