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 (#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)
- PeopleSoft Financials Query Viewer (#260024)

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

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: Journal Suspension (#260015)
- GL Basics: Spreadsheet Journal Entries (#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)
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- 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 for step-by-step instructions to register and access the Distance Learning courses.

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Project Compass Go-Live is September 11!

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.

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](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**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Date</th>
<th>Meeting Number OR Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Webinar</td>
<td>Aug. 18 (1-2 pm)</td>
<td>593 427 738</td>
</tr>
<tr>
<td>Open House</td>
<td>Aug. 20 (2-4 pm)</td>
<td>1599 Clifton Rd. (Rm. 1D)</td>
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**Topic: General Ledger Basics**

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<tbody>
<tr>
<td>Webinar</td>
<td>Aug. 24 (2-3 pm)</td>
<td>592 002 062</td>
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<tr>
<td>Open House</td>
<td>Aug. 26 (9:30 – 11 am)</td>
<td>1762 Clifton Rd. (Rm. 1472 DAR)</td>
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</table>

**Topic: Reporting**

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<tr>
<td>Webinar</td>
<td>Aug. 25 (9:30 – 10:30 am)</td>
<td>598 783 734</td>
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<tr>
<td>Open House</td>
<td>Aug. 26 (9:30 – 11 am)</td>
<td>1762 Clifton Rd. (Rm. 1472 DAR)</td>
</tr>
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Click here to get more information.

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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

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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.