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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.

Contact Us

Web:
www.compass.emory.edu

E-mail:
compass@emory.edu

Project Compass Go-Live is next Tuesday, September 1!



Accessing Training Just Became Easier!

Thank you to everyone who completed the Distance Learning courses and provided feedback about the training process. We heard your feedback and have implemented a new and easier process for accessing Compass training.

Beginning today, Emory users (Healthcare and University) can access **ALL** available PeopleSoft Financials training courses and Job Aids directly from the Project Compass Training web page (www.compass.emory.edu/training).

You will no longer need to register for courses via PeopleSoft HR Employee Self-Service (ESS). To access the training materials, from the Project Compass Training web page, click on the desired topic, and browse the training options. When prompted, enter your Emory Network ID and Password to access the training materials.

Keep in mind...distance learning or web-based training allows you to complete PeopleSoft Financials training at your own convenience and repeat courses as often as you like to gain comfort with the new system.

Healthcare Employees

You can use the Project Compass Training web page to access and complete your training:

- Prerequisite Courses
- Expense Reports
- GL Basics Online Journal Entries
- Reporting Basics



Healthcare Employees Only: If you have additional questions about the appropriate training courses, check with your manager, Liz Daunt-Samford or Dani Cavallo.

Are You Ready?

As you make final preparations for the transition, are you wishing for a "short list" of vital steps to take? Here they are!

- 1) **Complete Compass training** for financial activities you will need to complete in the very near future.
- 2) Get familiar with your **SmartKey and ChartField** values. The final SmartKey translations (from your current FAS account numbers) are now available on the Project Compass web site, along with the final University listing. [Click here](#) to view the SmartKeys (effective 9/1/09).
- 3) **Confirm your browser setup.** Windows users should use Explorer 7.0 or Firefox 3.5.1. Mac users should use Firefox 3.5.1.
- 4) Find your **Super User.** For an up-to-date listing, [click here](#).



System Outages Impact Users

In preparation for September 1, several University and Healthcare systems will be unavailable this week.

Emory Express

- Emory Express will be unavailable from Friday, August 28 at 12 pm until Wednesday, September 2. No orders can be placed while the system is down.

OPUS (Online Pathway to University Students)

- OPUS will be unavailable for employees and students from Monday, August 31 at 9 pm until Tuesday, September 1 at 8 pm.

PeopleSoft HR

- The PeopleSoft HR system will be unavailable from Wednesday, August 26 at 6 pm until Monday, August 31 at 8 am. Employees will be able to view information, but cannot make changes during this time.

PMM

- PMM will be unavailable for Healthcare employees from Friday, August 28 at 4PM until Tuesday, September 1.

Distance Learning Courses

The Distance Learning or web-based training simulations are available 24 hours a day, 7 days a week.

If you have not completed your training, visit the Project Compass training web site (www.compass.emory.edu/training) to get started!

Available Courses:

Accounts Payable:

- Payment Requests
- Payment Request Approvals

Expenses:

- Creating and Submitting Expense Reports
- Expense Report Approvals

General Ledger:

- GL Basics: Online Journal Entries
- GL Basics: Journal Approvals
- GL Basics: Performing Inquiries
- GL Basics: Spreadsheet Journal Entries
- GL Basics: Additional Journal Topics
- GL Advanced: Journal Suspension

Grants:

- Proposal Express (EPEX)
- Proposal Review & Approval (non-OSP/OGCA)
- Research Administration/PS Grants Overview

Reporting:

- PeopleSoft Financials Reporting Basics
- PS Financials Query Viewer

Compass Toolbox

"I've got a quick question about PeopleSoft Financials. Who should I call?"

"Where can I find step-by-step instructions on submitting a journal entry?"

"I remember hearing about the reporting options during the Talk to the Experts webinar. Where can I find a copy of the presentation?"

Beginning Sept. 1, the Compass Toolbox will be available as your one-stop for "go-live" support and materials.



The toolbox will be accessible via the [Project Compass web site](#). In it you will find links to job aids, frequently asked questions, forms, support information and Help Desk contact numbers. Make it your first stop for information after go-live.

Farewell to FAS & CODA on September 1!



PeopleSoft Financials IS Coming...

Are you Ready?

Did you complete your training?

Is your web browser compatible with PS Financials?

Do you know your new SmartKeys & Department numbers?

Who are your Department Super Users?

This is your final week for "go-live" preparations.

If you have questions, visit www.compass.emory.edu for more information.

