

**Table of Contents**

Criteria for Analyzing Financial Activity ..... 2

Budget vs Actual Tracking – Using Budget Overview..... 3

    E&G / Unrestricted Operating Budget Expenses Only ..... 3

    E&G / Unrestricted Operating Budget Revenue & Expenses ..... 5

    Project Budget vs Actuals (Non-Grant and Non-Capital) ..... 7

    Project Budget vs Actuals (Capital Projects) ..... 10

    Project Budget vs Actual (Sponsored Grant Project) ..... 13

Compass Version of FAS Screens 014 (General Ledger), 015 (Subsidiary Ledger but excluding budget info) and 019 ..... 16

Transaction Report Summaries (no budget information, just actual transactions) ..... 18

Journal Entries – Basic..... 20

Journal Entries (Actuals Ledger)..... 21

Queries – Finding and Using Queries ..... 22

Queries - Helpful and Currently Available ..... 24

    General Ledger Chartfields and Entries ..... 24

    Accounts Payable and Expenses ..... 24

    Accounts Receivable and Deposits ..... 25

    Asset Management ..... 25

Queries - Under Modification to be more applicable to financial and department managers..... 26

Queries - for Central Finance (but available for others as well) ..... 27

    General Ledger & Reporting ..... 27

    Accounts Payable and Expenses ..... 27

Daily / Weekly / Monthly Tasks: Recommendations for Financial Managers ..... 28

User Tips..... 29

    Basic Navigation ..... 29

    Personalize Your Screens ..... 29

    Excel Downloads ..... 29

    Screen View Expansion ..... 29

    Helpful Translations ..... 29

**What’s Changed from Last Version? New sections/revisions from previous version are noted above in red.**

**Criteria for Analyzing Financial Activity**

It is not recommended that you use your SmartKey as a criteria for generating reports or running inquiries. The SmartKey is a tool for data entry in *most* – but not all – Compass modules. So if you run a report or inquiry on your SmartKey, you could miss information flowing from the modules that do not rely on SmartKey for data entry. Instead, know what chartfield values your SmartKey represents. To get this information:

1. Click on Reporting Tools in the left menu bar
2. Click on Query
3. Click on Query Viewer
4. \*Search By Query Name begins with **EU\_GL\_OPER\_SMARTKEY**
5. Click **Search**
6. The Search Results will give you a blue box with the Query Name, Description, Owner, Folder and options for running. We suggest clicking on **HTML**
7. You will be prompted to enter:
  - a. Operating Unit – This will be one of the following 5-digit numbers if you are within the University:
    - i. Academic & Research Units:
      1. **10000** Emory College
      2. **11000** Graduate School of Arts & Scie
      3. **12000** Law School
      4. **14000** Candler School of Theology
      5. **16000** Goizueta Business School
      6. **18000** Oxford College
      7. **20000** School of Medicine
      8. **22000** School of Public Health
      9. **24000** School of Nursing
      10. **28000** Yerkes Primate Center
    - ii. Central Administration Units
      1. **60000** President
      2. **62000** EVP-Finance & Administration
      3. **65000** EVP-Academic Affairs
      4. **68000** EVP-Health Affairs
8. You can narrow your search by inserting a 6-digit Department Number range that your SmartKey is assigned to. If you are not sure what department number you need, run the query for your Operating Unit. You will receive details for all SmartKeys assigned to the Operating Unit and can find your details by finding your SmartKey.
9. Once you find your SmartKey, make a note of the following:

SmartKey	SetID (Business Unit)	Dept	Operating Unit	Fund	Class	Program	Event	Project

**Budget vs Actual Tracking – Using Budget Overview**

**E&G / Unrestricted Operating Budget Expenses Only**

This option gives you the ability to drill down to various documents and is recommended for detail analysis and a quick view for answering the question “What is my budget available?” Like most things in Compass, a little time investment on the front end for setting up inquiry templates will save you time in the long run.

1. Click on Commitment Control in the left menu bar
2. Click on Review Budget Activities
3. Click on Budgets Overview
4. Click on the tab “Add a New Value”
  - **Note:** Once you have set up and saved an inquiry using the “Add a New Value” tool, you can simply click **Search** on the “Find an Existing Value”, select your inquiry and skip to Step 9.
5. In the Inquiry Name box, type something that will remind you of what you want to analyze. A few examples to consider, but it is really whatever you would like to use. No one else will see it – just you.
  - **BudSK99999** (representing Budget for SmartKey 0000099999)
  - **Bud4Joe** (representing Budget for Joe)
6. Click **Add**
7. You will see an input screen for Budget Inquiry Criteria / Budget Overview. To complete each section:
  - Description **(your preference to describe the template you are setting up)**
  - Budget Type Section
    - i. Business Unit: **EMUNV**
    - ii. Ledger Group Set: **Ledger Group**
    - iii. Ledger Group: Click on the magnifying class. Click on **CC\_DEP** for **CC Department**
    - iv. Click on the box beside Display Chart (Optional, if you do not want a chart, leave it blank)
  - TimeSpan Section
    - i. Type of Calendar: **Detail Budget Period**
    - ii. The box under Select should have a **check mark**
    - iii. Ledger Group should show **CC\_DEP**
    - iv. Calendar ID should show **BP**
    - v. From Budget Period should show the fiscal year you want to review **2010**
    - vi. To Budget Period should show the last fiscal year you want to include **2010**
    - vii. The box under Include Adjustment Period(s) should have a **check mark**.
    - viii. The box under Include Closing Adjustments should be **blank**.
  - Chartfield Criteria Section – Refer to the information you noted in the **Criteria for Analyzing Financial Activities** section of this document. You will need those chartfield values to set up your criteria.

Chartfield	Chartfield From Value	Chartfield To Value	Chartfield Value Set
Account	<b>40000</b>	<b>99999</b>	Leave Blank
Dept	<b>Your department</b>	<i>Optional, use if range is desired</i>	Leave Blank
Oper Unit	<b>Your Operating Unit</b>	Leave Blank	Leave Blank
Fund	<b>1000</b>	<b>2001</b>	Leave Blank
Class	<b>Your SK Search Class</b>	<i>Optional, use if range is desired</i>	Leave Blank
Program	<b>Your SK Search Program</b>	<i>Optional, use if range is desired</i>	Leave Blank
Event	<b>Your SK Search Event</b>	<i>Optional, use if range is desired</i>	Leave Blank

November 2, 2009

Chartfield	Chartfield From Value	Chartfield To Value	Chartfield Value Set
SmartKey	Leave Blank	Leave Blank	Leave Blank

8. Click **Save** at the bottom left below Chartfield Criteria
9. Click **Search** (just below your Description at the top)
10. You should see the results of your criteria search.
  - a. Ledger Totals Section:
    - i. Budget = should equal your E&G allotted budget amount for the SmartKey you selected
    - ii. Expense = total of all expenses charged as of the day you run the inquiry
    - iii. Encumbrance = items purchased through Emory Express but not yet invoiced and paid
    - iv. Pre-Encumbrance = should be zero as this is not used by Emory
    - v. Budget Balance = the amount available to spend
    - vi. Associated Revenue = generally not used for E&G budgets so it should be zero
    - vii. Available Budget = Budget Balance + Associated Revenue = the amount available to spend
  - b. Chart: will provide the Activity as a Percentage of Budget if you selected this in your criteria
  - c. Budget Overview Results:
    - i. This section should resemble your FAS 015 screen. By clicking the Customize hyperlink in this section, you can hide columns that do not interest you and condense the view so your analysis is more focused on what you want to see. Personally, I decided to show only the SmartKey, Account, Program, Event, Budget, Expense, Encumbrance, Available Budget and Percent Available.
    - ii. There are 3 drill down options. On the left side of the box beside the row number, there are 2 icons. If you scroll above it, it will tell you the purpose of the icon.
      - a) *Show Budget Details* – not very helpful
      - b) *Show Budget Transaction Types* – could be helpful if you’ve had adjustments to your budget but not very helpful otherwise
      - c) *Blue Hyperlinks in the amount columns* – very helpful as these take you to the Activity Log so you can drill to actual transactions creating the balance. This is like the FAS 019 screen when you isolated your search to one subcode.
        - *Activity Log Drill* down options. On the left side of the box, there are 2 icons.
          - **Drill Down** – This will tell you the source of the transaction (like Payroll, Payables, etc). For Payment Voucher transactions, this is helpful because it will help you find the voucher information. Whenever you see an icon with a red arrow, it will lead you to source information. For Payment Vouchers, the image can be linked to on the Emory Payment Request tab.
          - Drill to Activity Log Inquiry (footprint icon) – not very helpful

**E&G / Unrestricted Operating Budget Revenue & Expenses**

This option gives you the ability to drill down to various documents and is recommended for detail analysis and a quick view for answering the question “What is my budget available?” Like most things in Compass, a little time investment on the front end for setting up inquiry templates will save you time in the long run.

1. Click on Commitment Control in the left menu bar
2. Click on Review Budget Activities
3. Click on Budgets Overview
4. Click on the tab “Add a New Value”
  - a. **Note:** Once you have set up and saved an inquiry using the “Add a New Value” tool, you can simply click **Search** on the “Find an Existing Value”, select your inquiry and skip to Step 9.
5. In the Inquiry Name box, type something that will remind you of what you want to analyze. A few examples to consider, but it is really whatever you would like to use. No one else will see it – just you.
  - **BudSK999999** (representing Budget for SmartKey 0000099999)
  - a. **Bud4Joe** (representing Budget for Joe)
6. Click **Add**
7. You will see an input screen for Budget Inquiry Criteria / Budget Overview. To complete each section:
  - a. Description **(your preference to describe the template you are setting up)**
  - b. Budget Type Section
    - i. Business Unit: **EMUNV**
    - ii. Ledger Group Set: **Ledger Inquiry Set**
    - iii. Ledger Inquiry Set: Click on the magnifying class. Click on **DEPTXPREV**
  - c. TimeSpan Section
    - i. Type of Calendar: **Detail Budget Period**
    - ii. The box under Select should have a **check mark**
    - iii. Ledger Group should show lines for CC\_DEP, CC\_DEP\_ASC, CC\_DTL, CC\_DTL, CC\_REV, CC\_REV
    - iv. Calendar ID: leave as defaulted
    - v. From Budget Period (if Calendar ID=BP) should show the fiscal year you want to review **2010**
    - vi. To Budget Period (if Calendar ID=BP) should show the last fiscal year you want to include **2010**
    - vii. The box under Include Adjustment Period(s) should have a **check mark**.
    - viii. The box under Include Closing Adjustments should be **blank**.
  - d. Chartfield Criteria Section – Refer to the information you noted in the **Criteria for Analyzing Financial Activities** section of this document. You will need those chartfield values to set up your criteria.

Chartfield	Chartfield From Value	Chartfield To Value	Chartfield Value Set
Account	<b>40000</b>	<b>99999</b>	Leave Blank
Dept	<b>Your department</b>	Optional, use if range is desired	Leave Blank
Oper Unit	<b>Your Operating Unit</b>	Leave Blank	Leave Blank
Fund	<b>1000</b>	<b>2001</b>	Leave Blank
Class	<b>Your SK Search Class</b>	Optional, use if range is desired	Leave Blank
Program	<b>Your SK Search Program</b>	Optional, use if range is desired	Leave Blank
Event	<b>Your SK Search Event</b>	Optional, use if range is desired	Leave Blank
SmartKey	Leave Blank	Leave Blank	Leave Blank

November 2, 2009

8. Click **Save** at the bottom left below Chartfield Criteria
9. Click **Search** (just below your Description at the top)
10. You should see the results of your criteria search.
  - a. Ledger Totals Section (left side):
    - i. Budget = should equal your E&G allotted budget amount for the SmartKey you selected
    - ii. Expense = total of all expenses charged as of the day you run the inquiry
    - iii. Encumbrance = items purchased through Emory Express but not yet invoiced and paid
    - iv. Pre-Encumbrance = should be zero as this is not used by Emory
    - v. Budget Balance = the amount available to spend
    - vi. Associated Revenue = generally not used for E&G budgets so it should be zero
    - vii. Available Budget = Budget Balance + Associated Revenue = the amount available to spend
  - b. Ledger Totals Section (right side):
    - i. Revenue Estimate = should equal your E&G revenue budget amount
    - ii. Recognized Revenue = revenue received as of the day you run the inquiry
    - iii. Available Budget = represents the amount of revenue not yet received
    - iv. Collected Revenue = not used
    - v. Uncollected Revenue (Rec-Coll) = represents the amount of revenue not yet received
  - c. Budget Overview Results:
    - vi. This section should resemble your FAS 015 screen. By clicking the Customize hyperlink in this section, you can hide columns that do not interest you and condense the view so your analysis is more focused on what you want to see. For example, you might decide to show only the SmartKey, Account, Program, Event, Budget, Expense, Encumbrance, Available Budget, Revenue Estimate, Recognized Revenue, Available Budget and Percent Available.
    - vii. There are 3 drill down options. On the left side of the box beside the row number, there are 2 icons. If you scroll above it, it will tell you the purpose of the icon.
      - d) *Show Budget Details* – not very helpful
      - e) *Show Budget Transaction Types* – could be helpful if you’ve had adjustments to your budget but not very helpful otherwise
      - f) *Blue Hyperlinks in the amount columns* – very helpful as these take you to the Activity Log so you can drill to actual transactions creating the balance. This is like the FAS 019 screen when you isolated your search to one subcode.
        - *Activity Log Drill* down options. On the left side of the box, there are 2 icons.
          - **Drill Down** – This will tell you the source of the transaction (like Payroll, Payables, etc). For Payment Voucher transactions, this is helpful because it will help you find the voucher information. Whenever you see an icon with a red arrow, it will lead you to source information. For Payment Vouchers, the image can be linked to on the Emory Payment Request tab.
          - Drill to Activity Log Inquiry (footprint icon) – not very helpful

### Project Budget vs Actuals (Non-Grant and Non-Capital)

This option gives you the ability to drill down to various documents and is recommended for detail analysis and a quick view of answering the question “What is my budget available?” Like most things in Compass, a little time investment in the front end to set up inquiry templates will save you time in the long run.

1. Click on Commitment Control in the left menu bar
2. Click on Review Budget Activities
3. Click on Budgets Overview
4. Click on the tab “Add a New Value”
  - **Note:** Once you have set up and saved an inquiry using the “Add a New Value” tool, you can simply click **Search** on the “Find an Existing Value”, select your inquiry and skip to Step 9.
5. In the Inquiry Name box, type something that will remind you of what you want to analyze. A few examples to consider, but it is really whatever you would like to use. No one else will see it – just you.
  - **BudSK99999** (representing Budget for SmartKey 0000099999)
    - a. **BudD2512250** (representing Budget for Project ID 2512250)
6. Click **Add**
7. You will see an input screen for Budget Inquiry Criteria / Budget Overview. To complete each section:
  - a. Description **(your preference to describe the template you are setting up)**
  - b. Budget Type Section
    - i. Business Unit: **EMUNV**
    - ii. Ledger Group Set: **Ledger Group**
    - iii. Ledger Group: Click on the magnifying class. Click on **CC\_OTH\_PRJ** for **CC Project Other**
    - iv. Click on the box beside Display Chart (Optional, if you do not want a chart, leave it blank)
  - c. TimeSpan Section
    - i. Type of Calendar:
      - **Detail Budget Period** Allows you to view Life-to-Date. This option is most useful if your FAS project was set as a “project” account where the activity continued over more than one fiscal year.
      - **Detail Accounting Period** Allows you to view current year-to-date only. This option is most useful if your FAS project was set as a “fiscal year close” where the activity started over again each year.
    - ii. The box under Select should have a **check mark**
    - iii. Ledger Group should show **CC\_OTH\_PRJ** (or whatever you selected as your ledger group above)
    - iv. Calendar ID should be **blank**
    - v. From Budget Period should be **blank**
    - vi. To Budget Period should be **blank**
    - vii. The box under Include Adjustment Period(s) should have a **check mark**.
    - viii. The box under Include Closing Adjustments should be **blank**.

November 2, 2009

- d. Chartfield Criteria Section – Refer to the information you noted in the **Criteria for Analyzing Financial Activities** section of this document. You will need those chartfield values to set up your criteria.

Chartfield	Chartfield From Value	Chartfield To Value	Chartfield Value Set
Account	40000 <sup>(1)</sup>	99999 <sup>(1)</sup>	Leave Blank
Dept	Your department	Optional, use if range is desired	Leave Blank
Oper Unit	Your Operating Unit	Leave Blank	Leave Blank
Fund	Your SK Search Fund	Optional, use if range is desired	Leave Blank
Class	Your SK Search Class	Optional, use if range is desired	Leave Blank
Program	Your SK Search Program	Optional, use if range is desired	Leave Blank
Event	Your SK Search Event	9999	Leave Blank
SmartKey	Leave Blank	Leave Blank	Leave Blank
PC Bus Unit	Leave Blank	Leave Blank	Leave Blank
Project	Your SK Search Project	Optional, use if range is desired	Leave Blank
Activity	Leave Blank	Leave Blank	Leave Blank

(1) Use this input if you only want to see revenue, expense and transfer information. Leave blank if you want to see full balance sheet and income statement detail.

8. Click **Save** at the bottom left below Chartfield Criteria
9. Click **Search** (just below your Description at the top)
10. You should see the results of your criteria search.
  - a. Ledger Totals Section:
    - i. Budget = should equal your E&G allotted budget amount for the SmartKey you selected
    - ii. Expense = total of all expenses charged as of the day you run the inquiry
    - iii. Encumbrance = items purchased through Emory Express but not yet invoiced and paid
    - iv. Pre-Encumbrance = should be zero as this is not used by Emory
    - v. Budget Balance = the amount available to spend
    - vi. Associated Revenue = generally not used for E&G budgets so it should be zero
    - vii. Available Budget = Budget Balance + Associated Revenue = the amount available to spend
  - b. Chart: will provide the Activity as a Percentage of Budget if you selected this in your criteria
  - c. Budget Overview Results:
    - i. This section should resemble your FAS 015 screen. By clicking the Customize hyperlink in this section, you can hide columns that do not interest you and condense the view so your analysis is more focused on what you want to see. Personally, I decided to show only the SmartKey, Account, Program, Event, Budget, Expense, Encumbrance, Available Budget and Percent Available.
    - ii. There are 3 drill down options. On the left side of the box beside the row number, there are 2 icons. If you scroll above it, it will tell you the purpose of the icon.
      - a) Show Budget Details – not very helpful
      - b) Show Budget Transaction Types – could be helpful if you’ve had adjustments to your budget but not very helpful otherwise
      - c) **Blue Hyperlinks in the amount columns** – very helpful as these take you to the Activity Log so you can drill to actual transactions creating the balance. This is like the FAS 019 screen when you isolated your search to one subcode.
        - Activity Log Drill down options. On the left side of the box, there are 2 icons.

November 2, 2009

- **Drill Down** – This will tell you the source of the transaction (like Payroll, Payables, etc). For Payment Voucher transactions, this is helpful because it will help you find the voucher information. Whenever you see an icon with a red arrow, it will lead you to source information. For Payment Vouchers, the image can be linked to on the Emory Payment Request tab.
- Drill to Activity Log Inquiry (footprint icon) – not very helpful

**Project Budget vs Actuals (Capital Projects)**

This option gives you the ability to drill down to various documents and is recommended for detail analysis and a quick view of answering the question “What is my budget available?” Like most things in Compass, a little time investment in the front end to set up inquiry templates will save you time in the long run.

1. Click on Commitment Control in the left menu bar
2. Click on Review Budget Activities
3. Click on Budgets Overview
4. Click on the tab “Add a New Value”
  - a. **Note:** Once you have set up and saved an inquiry using the “Add a New Value” tool, you can simply click **Search** on the “Find an Existing Value”, select your inquiry and skip to Step 9.
5. In the Inquiry Name box, type something that will remind you of what you want to analyze. A few examples to consider, but it is really whatever you would like to use. No one else will see it – just you.
  - **BudSK99999** (representing Budget for SmartKey 0000099999)
  - b. **BudD2512250** (representing Budget for Project ID 2512250)
6. Click **Add**
7. You will see an input screen for Budget Inquiry Criteria / Budget Overview. To complete each section:
  - e. Description **(your preference to describe the template you are setting up)**
  - f. Budget Type Section
    - i. Business Unit: **EMUNV**
    - ii. Ledger Group Set: **Ledger Group**
    - iii. Ledger Group: Click on the magnifying class. Click on **CC\_CAP\_CHD** for **CC Capital Child**

Ledger Group	Selection Decision	Funds Covered by Ledger Group
CC Capital Child CC_CAP_CHD	Generally used for prior FAS Ledger 8 sub-projects. Use this if you want to review detail transactions for a capital project.	Fund = 7992
CC Capital Parent CC_CAP_PAR	Generally used for prior FAS Ledger 8 projects. Use this if you want to review summary information for a capital project.	

- iv. Click on the box beside Display Chart (Optional, if you do not want a chart, leave it blank)
- g. TimeSpan Section
  - i. Type of Calendar: **Detail Budget Period**
  - ii. The box under Select should have a **check mark**
  - iii. Ledger Group should show **CC\_CAP\_CHD** (or whatever you selected as your ledger group above)
  - iv. Calendar ID should be **blank**
  - v. From Budget Period should be **blank**
  - vi. To Budget Period should be **blank**
  - vii. The box under Include Adjustment Period(s) should have a **check mark**.
  - viii. The box under Include Closing Adjustments should be **blank**.
- h. Chartfield Criteria Section – Refer to the information you noted in the **Criteria for Analyzing Financial Activities** section of this document. You will need those chartfield values to set up your criteria.

November 2, 2009

Chartfield	Chartfield From Value	Chartfield To Value	Chartfield Value Set
Account	40000 <sup>(1)</sup>	99999 <sup>(1)</sup>	Leave Blank
Dept	Your department	Optional, use if range is desired	Leave Blank
Oper Unit	Your Operating Unit	Leave Blank	Leave Blank
Fund	Your SK Search Fund	Optional, use if range is desired	Leave Blank
Class	Your SK Search Class	Optional, use if range is desired	Leave Blank
Program	Your SK Search Program	Optional, use if range is desired	Leave Blank
Event	Your SK Search Event	Optional, use if range is desired	Leave Blank
SmartKey	Leave Blank	Leave Blank	Leave Blank
PC Bus Unit	Leave Blank	Leave Blank	Leave Blank
Project	Your SK Search Project	Optional, use if range is desired	Leave Blank
Activity	Leave Blank	Leave Blank	Leave Blank

(2) Use this input if you only want to see revenue, expense and transfer information. Leave blank if you want to see full balance sheet and income statement detail.

8. Click **Save** at the bottom left below Chartfield Criteria
9. Click **Search** (just below your Description at the top)
10. You should see the results of your criteria search.

d. Ledger Totals Section:

- viii. Budget = should equal your E&G allotted budget amount for the SmartKey you selected
- ix. Expense = total of all expenses charged as of the day you run the inquiry
- x. Encumbrance = items purchased through Emory Express but not yet invoiced and paid
- xi. Pre-Encumbrance = should be zero as this is not used by Emory
- xii. Budget Balance = the amount available to spend
- xiii. Associated Revenue = generally not used for E&G budgets so it should be zero
- xiv. Available Budget = Budget Balance + Associated Revenue = the amount available to spend

e. Chart: will provide the Activity as a Percentage of Budget if you selected this in your criteria

f. Budget Overview Results:

- iii. This section should resemble your FAS 015 screen. By clicking the Customize hyperlink in this section, you can hide columns that do not interest you and condense the view so your analysis is more focused on what you want to see. Personally, I decided to show only the SmartKey, Account, Program, Event, Budget, Expense, Encumbrance, Available Budget and Percent Available.
- iv. There are 3 drill down options. On the left side of the box beside the row number, there are 2 icons. If you scroll above it, it will tell you the purpose of the icon.
  - d) Show Budget Details – not very helpful
  - e) Show Budget Transaction Types – could be helpful if you’ve had adjustments to your budget but not very helpful otherwise
  - f) **Blue Hyperlinks in the amount columns** – very helpful as these take you to the Activity Log so you can drill to actual transactions creating the balance. This is like the FAS 019 screen when you isolated your search to one subcode.
    - Activity Log Drill down options. On the left side of the box, there are 2 icons.
      - **Drill Down** – This will tell you the source of the transaction (like Payroll, Payables, etc). For Payment Voucher transactions, this is helpful because it will help you find the voucher information. Whenever you see an icon with a red arrow, it will lead you to

November 2, 2009

source information. For Payment Vouchers, the image can be linked to on the Emory Payment Request tab.

- Drill to Activity Log Inquiry (footprint icon) – not very helpful

**Project Budget vs Actual (Sponsored Grant Project)**

This option gives you the ability to drill down to various documents and is recommended for monitoring budget and expense transaction analysis and a quick view for answering such questions as “How much of my budget is still available?”, “What Purchase Orders have been paid?”, “What travel expenses have been paid?”

11. Click on Commitment Control in the left menu bar
12. Click on Review Budget Activities
13. Click on Budgets Overview
14. Click on the tab “Add a New Value”
15. In the Inquiry Name box, type something that will remind you what this overview provides you. A few examples to consider, but it is really whatever you would like to use. No one else will see it – just you.\*
  - **Projbudexp** (representing Project budget and expenses)
    - a. **Projdetail** (representing Project Detail budget and expenses)
16. Click **Add**
17. The Budget Inquiry Criteria / Budget Overview template screen is displayed
18. Follow steps below to complete each section:

a. **Description** **(your preference to describe the template you are setting up)**

**b. Budget Type Section**

- i. Business Unit: **EMUNV**
- ii. Ledger Group Set: **Ledger Group**
- iii. Ledger Group: Click on the magnifying class. Click on **GRANT\_CHD**
- iv. Click on the box beside Display Chart (Optional, if you do not want a chart, leave it blank)

**c. TimeSpan Section**

- i. Type of Calendar: **Detail Budget Period**
- ii. The box under Select should have a
- iii. Ledger Group should show **GRANT\_CHD**
- iv. Calendar ID should be blank
- v. From Budget Period should be blank (this option is not available for GRANT\_CHD)
- vi. To Budget Period should be blank (this option is not available for GRANT\_CHD)
- vii. The box under Include Adjustment Period(s) should have a .
- viii. The box under Include Closing Adjustments should be blank.

**d. Chartfield Criteria Section**

Chartfield	Chartfield From Value	Chartfield To Value	Chartfield Value Set
Project	<b>G5201900</b>	%	<i>Leave Blank</i>

**e. Budget Status Section**

- i. The box to the right of Open, Closed, and Hold should be checked.

19. Click **Save**
20. Click **Search**
21. The inquiry results page is displayed

**a. Budget Overview Section**

- i. Business Unit: EMUNV
- ii. Ledger Group: GRANT\_CHD Grant Child

November 2, 2009

- iii. Type of Calendar: Detail Budget Period
- iv. Amounts in Base Currency: USD
- v. Revenue Associated should have a check mark and grayed out
- **Ledger Totals Section (FAS 015)**
  - i. Budget: 260,218.00
  - ii. Expense: 147,760.67
  - iii. Encumbrance: 0.00
  - iv. Pre-Encumbrance: 0.00
  - v. Budget Balance: 112,457.33
  - vi. Associate Revenue: 0.00
  - vii. Available Budget: 112,457.33
  - viii. Net Transfers: 0.00
- **Chart Section** (if selected, if it was not selected this section will not appear)
- **Budget Overview Results Section**

There will be a row displayed for each account showing:

- i. Ledger Group, Smart Key, Oper Unit, Dept, Account, Fund, Class, Program, Event, PC Bus Unit, Project, Activity.
- ii. The portion of the row below are hyperlinks you click to get budget and expense transaction details. **(FAS 019)**

Budget	Expense	Encumbrance	Pre-Encumbrance
<p><b>130,641.00</b> click this amount there will be a row displayed for every budget transaction creating the total budget amount for this account row line.</p> <p><b>click ok to return</b> to overview total</p>	<p><b>4,300.00</b> Click this amount there will be a row displayed for every expense transaction creating the total expense amount for this account row line. To view more detail click the magnifying glass at the beginning of the row, then click the page icon to the right of transaction id and selecting the Go To Source Entry hyperlink to see the vendor and item description</p> <p><b>click the X to close</b> the window when done reviewing</p> <p><b>Click ok to return to row</b></p> <p><b>Click ok to return</b> to overview total</p>	<p><b>0.00.</b> Click this amount there will be a row displayed for every expense transaction creating the total expense amount for this account row line. To view more detail click the magnifying glass at the beginning of the row, then click the page icon to the right of transaction id and selecting the Go To Source Entry hyperlink to see the vendor and item description</p> <p><b>click the X to close</b> the window when done reviewing</p> <p><b>Click ok to return to row</b></p> <p><b>Click ok to return</b> to overview total</p>	<p><i>Is not being used will always be blank</i></p>

- iii. There is no drill down available for converted data. To identify converted data the Document ID column will have the project number in place of a transaction number.
- iv. The magnifying glass will provide different transaction information depending on the type of account. To see vendor information and specific item ordered the magnifying glass will be most helpful on supply expense type accounts.

November 2, 2009

- v. There is an option to download the overview information into an excel spreadsheet by selecting the sheet icon to the right of the view all: Hold Ctrl key down and click the sheet icon. Do not release the Ctrl key until the box appears asking do you want to open or save the file. Click Open. You can save the file to you computer or view the data then close the spreadsheet without saving.
- vi. Once you close the spreadsheet you are returned to the budgets overview inquiry results simply Click Return to Criteria hyperlink to return to the budgets overview template and insert a new project number and click **Search** To move on to your next project.
- b. **\*Note:** If you leave the Commitment Control section and return at a later date, once you have set up and saved an inquiry using the “Add a New Value” tool, you can simply click **Search** on the “Find an Existing Value”, select your inquiry name. The budgets overview page will display, simply replace the existing project number with the new project number and click **Search**.

Helpful Tip: There is a Query OGCA central office uses that may be of use for you to see what expenses are currently BIL (billable transactions), BLD(billed transactions), or OLT (over the limit transactions).

If you have access to Query Viewer in PS Production use the following navigation:

Reporting Tools > Query > Query Viewer

Search by Query Name: begins with EU\_GM\_PROJ\_TRANS\_BY\_PROJECT click **Search**

Select Run to HTML hyperlink

Enter Project ID number G5201900 click **View Results**

Download results to Excel Spreadsheet: Hold Ctrl key down and click Excel Spreadsheet hyperlink. Do not release the Ctrl key until the box appears asking do you want to open or save the file. Click Open. All transactions that are BIL, BLD, or OLT expenses will appear in the spreadsheet.

You can sort the spreadsheet by the An Type:

- c. if you want to see all expenses that are waiting to be billed sort by An Type BIL
- d. If you want to see all expenses that have been billed sort by An Type of BLD
- e. If you want to see all expenses that are over the budget limit sort by An Type OLT

November 2, 2009

**Compass Version of FAS Screens 014 (General Ledger), 015 (Subsidiary Ledger but excluding budget info) and 019**

This option gives you the ability to drill down to various documents and is recommended for detail analysis and a quick view to answer the question “What is the balance in each account for my department/project/etc?” Like most things in Compass, a little time investment on the front end to set up inquiry templates will save you time in the long run.

1. Click on General Ledger in the left menu bar
2. Click on Review Financial Information
3. Click on Ledger
4. Click on the tab “Add a New Value”
  - a. **Note:** Once you have set up and saved an inquiry using the “Add a New Value” tool, you can simply click **Search** on the “Find an Existing Value”, select your inquiry and skip to Step 9.
5. In the Inquiry Name box, type something that will remind you of what you want to analyze. A few examples to consider, but it is really whatever you would like to use. No one else will see it – just you.
  - **AcctSK999999** (representing Accts for SmartKey 0000099999)
  - f. **AcctD2512250** (representing Accounts for Project ID 2512250)
6. Click **Add**
7. You will see an input screen for Budget Inquiry Criteria / Budget Overview. To complete each section:
  - a. Ledger Criteria Section
    - i. Business Unit: **EMUNV**
    - ii. Ledger Group Set: **ACTUALS**
    - iii. Fiscal Year: **2010**
    - iv. From Period: **1** (1=September and 12 = August)
    - v. To Period: **1** (1=September and 12 = August)
    - vi. Currency: **blank**
    - vii. Stat Code: **blank**
    - viii. Show YTD Balance: recommend you click to insert a **check box**
    - ix. Show Transaction Details: if checked, this will give you detail transactions. We recommend not checking at this level, but it is your preference. (something to play with and see what you like)
    - x. Include Closing Adjustments: insert a **check box**
    - xi. Only in Base Currency: **blank**
    - xii. Max Ledger Rows: **300**
  - b. Chartfield Criteria Section – Refer to the information you noted in the **Criteria for Analyzing Financial Activities** section of this document. You will need those chartfield values to set up your criteria.

Chartfield	Value	Chartfield Value Set	Sum By
Account	<i>Leave Blank</i>	<i>Optional, use if a setup you like exists <sup>(1)</sup></i>	√
Department	<b>Your department</b>	<i>Optional, use if a setup you like exists</i>	<i>Leave Blank</i>
Operating Unit	<b>Your Operating Unit</b>	<i>Leave Blank</i>	<i>Leave Blank</i>
Fund Code	<b>Your SK Search Fund</b>	<i>Optional, use if range is desired</i>	<i>Leave Blank</i>
Class	<b>Your SK Search Class</b>	<i>Optional, use if range is desired</i>	<i>Leave Blank</i>
Program Code	<b>Your SK Search Program</b>	<i>Optional, use if range is desired</i>	<i>Leave Blank</i>
Affiliate	<i>Leave Blank</i>	<i>Leave Blank</i>	<i>Leave Blank</i>
Fund Affiliate	<i>Leave Blank</i>	<i>Leave Blank</i>	<i>Leave Blank</i>
Operating Unit Affiliate	<i>Leave Blank</i>	<i>Leave Blank</i>	<i>Leave Blank</i>

November 2, 2009

Event	Your SK Search Event	<i>Optional, use if range is desired</i>	<i>Leave Blank</i>
SmartKey	<i>Leave Blank</i>	<i>Leave Blank</i>	<i>Leave Blank</i>
Project	Your SK Search Project	<i>Optional, use if range is desired</i>	<i>Leave Blank</i>
Adjustment Type	<i>Leave Blank</i>	<i>Leave Blank</i>	<i>Leave Blank</i>

- i. We are in the process of setting up a chartfield value set for Revenue, expense and transfer accounts only (like the FAS SL accounts), so watch for this option in the future
  
8. Click **Save** at the bottom left below Chartfield Criteria
9. Click **Search** (just below your Description at the top)
10. You should see the results of your criteria search.
  - a. Ledger Amount by Currency Section:
    - i. Period = your selection criteria
    - ii. Activity = allows you to drill down (closest to the 019 screen base, but you will have to drill one more time to get descriptions)
  - b. To make the output more specific, click on the Customize button to the far right side of the results. You can hide columns that are not helpful and condense your screen view to reflect your preference. We recommend you keep Period, Activity, Detail, Account, Account Description, Period Balance (in Base Currency) and YTD Period Balance (in Base Currency). You may want more.

**Transaction Report Summaries (no budget information, just actual transactions)**

1. Click on General Ledger in the left menu bar
2. Click on General Reports
3. Click on Ledger Summary
4. Click on the tab “Add a New Value”
  - a. **Note:** Once you have set up and saved an inquiry using the “Add a New Value” tool, you can simply click **Search** on the “Find an Existing Value”, select your inquiry and skip to Step 9.
5. In the Run Control ID box, type something that will remind you of the report setup so you can regenerate it later. Examples to consider are below, but it is really your choice. No one else will see it – just you.
  - RptSK99999 (representing Report for SmartKey 0000099999)
  - Rpt4Joe (representing Report for Joe)
  - RptSOMFA (representing Report for SOM Finance & Administration)
6. Click **Add**
7. In the Report Request Parameters box:
  - a. Unit: **EMUNV** (or other business unit if you need to run for another)
  - b. Ledger: **ACTUALS**
  - c. Currency Code: **USD**
  - d. Fiscal Year: **2010** (or whatever fiscal year you want to report on)
  - e. To Period: **1** (1 = September and 12 = August)
  - f. Click Refresh
  - g. After clicking on Refresh, a Chartfield Selection box will appear

Sequence	Chartfield Name	Include CF	Value
	SmartKey	√	Leave Blank
	Oper Unit		Your Operating Unit
	Dept	√	Your department
	Account		Leave Blank
	Fund Code		Your SK Search Fund
	Class		Your SK Search Class
	Program Code		Your SK Search Program
	Event	√	Your SK Search Event
	Project	√	Your SK Search Project
	Affiliate		Leave Blank
	Fund Affiliate		Leave Blank
	Operating Unit Affiliate		Leave Blank
	Book Code		Leave Blank
	Adjustment Type		Leave Blank
	Statistics Code		Leave Blank

November 2, 2009

8. Click **Save**
  - Compass automatically assigns a sequence number. You can change the sequence number if desired.
9. Click **Run** (found at the top, just above the Report Request Parameters box)
10. In the Process List, you can change the default from **Web** and **PDF** if you'd like.
  - If you want to email the output to someone, select Email from the drop-down box. You will then need to click on Distribution to add the desired email address.
11. Click **OK**
12. Click Report manager (near the Run button).
13. Once your report has been run, it will appear in the Reports box on the List page. Click on the report hyperlink. If you are running multiple reports, be sure to check the completion time button as it can take a while and you want to be sure to pull the correct report. Click **Refresh** to update.
14. The next page will probably show 3 items. Select the one representing your delivery option (probably has PDF on the end).
15. Your report should pop up in the desired form. If you selected email, you will not see the report delivered here, but you can check your email instead.

### Journal Entries – Basic

- Be sure to include a detailed description on the header page to describe the entry purpose
- Once you select your SmartKey, press Enter and the other fields will populate.
- Enter an Amount
  - To increase or charge expenses, enter a positive amount.
  - To decrease or credit expenses, enter a negative amount.
- Enter an Account
  - To transfer funds from one SmartKey to another, the Account must be in the 9xxxx range on both sides
  - To transfer an expense, use the same account on both sides that was used in the original charge
  - To enter a recharge, the Account must be in the 8xxxx range on both sides
  - General Account categories:
    - 1xxxx = Assets
    - 2xxxx = Liabilities
    - 3xxxx = Fund Balances
    - 4xxxx = Revenue
    - 5xxxx to 8xxxx = Expenses (recharges are in the 8xxxx range and should net to zero)
    - 9xxxx = Transfers (must net to zero)
- You must input at least 2 lines (a positive and a negative offset)
- Enter a good (but short) description for the line in the Journal Line Description column on the far right
- When you have completed your entry, go to the **Process:** Edit Journal option on the Lines tab. Click **Process**
- Click on **Wrkflw Preview** under the Totals box.
- You can attach supporting documentation by clicking the **Upload** button and selecting the file you want to attach.
  - PDF documents are preferred, although not required
  - No sensitive information should be included in the attachment (ie patient name, SSN, student name, etc.) You can black out this information if needed before submitting.
- Return to the Lines tab and click **Submit**

**Journal Entries (Actuals Ledger)**

*This section provided compliments of Emory College, Gene Murphy, Assoc. Director of Finance*

This sheet provides a basic overview of the types of journal entries that can be processed in Compass Financials. For specific information on how to process journal entries, review the online training module and supplemental job aid “GL Basics: Online Journal Entries” located at: [http://www.compass.emory.edu/training/trn\\_gl.html](http://www.compass.emory.edu/training/trn_gl.html).

The chart below lists each type of journal entry. These entries represent an “actual” transfer, not a budget transfer, meaning that an actual transaction or funds are being transferred from one chartfield set (smartkey) and account to another chartfield set (smartkey) and account.

	Account to Debit (+) <i>Enter the amount as a positive number</i>	Account to Credit (-) <i>Enter the amount as a negative number</i>
Expense Transfer	5xxxxx 6xxxxx 7xxxxx 8xxxxx Debit to Increase Expense	5xxxxx 6xxxxx 7xxxxx 8xxxxx Credit to Decrease Expense
Revenue Transfer	4xxxxx Debit to Decrease Revenue	4xxxxx Credit to Increase Revenue
Funds Transfer	91100 Debit to Transfer Funds Out	91120 Credit to Transfer Funds In
Recharge Transfer	85xxx Debit to Recharge customer	85xxx Credit to Recharge cost center

When to process:

- **Expense and Revenue Transfers** – When an original transaction has posted to the general ledger, and now that transaction needs to be transferred to a different chartfield set (smartkey).
  - Examples: Hightower reimbursements, Woodruff Research/Travel reimbursements, transactions charged to a smartkey in error.
  - Support Documentation required: Transaction detail showing the original transaction posted to the general ledger.
  - Note: Personnel costs cannot be transferred in this way; they must be transferred via retroactive salary transfers.
- **Funds Transfers** – When “funds” need to be transferred from one chartfield set (smartkey) to another chartfield set (smartkey). Funds transfers are not specifically connected to an original transaction; it is essentially the movement of “claim on cash” from one place to another.
  - Examples: Co-sponsorships between operating units, Commitments for faculty research, startup packages.
  - Support Documentation required: A letter, memo, or email explaining the commitment. If such documentation doesn’t exist, then provide a detailed description on the journal entry header.
- **Recharge Transfers** – When a service center provide goods/services to other departments. The service center initially incurs the costs for goods/services, then “recharges” the costs out to the other departments.
  - Examples: FM work order charges.
  - Support Documentation required: A billing statement outlining the costs for a specific period of time.
  - Note: Recharge transfers are initiated by the service center. For additional documentation regarding a recharge transfer, contact the service center directly.

### Queries – Finding and Using Queries

This feature gives you the ability to extract detailed information from various tables in order to research transactions from various data tables. Follow these steps if you would like to explore the full range of queries currently available. We are continuing to modify the queries to make them more specific for an area, so expect queries to change over time.

1. Click on Reporting Tools in the left menu bar
2. Click on Query
3. Click on Query Viewer
4. In the search criteria: **Search By:**  begins with
5. Click
6. You will see: **Search Results** Too many items met your search criteria. Only the first 300 items displayed.
7. In the Folder View, use the drop-down option box to pull queries from different areas:

Folder View	Overview of Contents	Campus Value	Central Value
Allocations	Information used in preparing allocations (prior mechanicals)	Low	High
Assets	Information about equipment and capital assets	Medium to High	High
Bank	Information about CORE transactions	Medium	Medium
Budgets	Still being developed		
Configuration	Information related to conversion	Low	Low
Conversion	Information related to conversion	Low	Low
Convert Allocation	Information related to conversion	Low	Low
Exceptions (various)	Allows user to isolate potential problem transactions	Medium to High	High
Expenses	Information related to travel & expense transactions	Medium to High	High
General Ledger & GL	Information about chartfields, journal status, journal details.	Medium to High	Medium to High
Grants	Various information about awards, expenses, end dates, etc	Medium to High	High
HR	Still being developed	Low	Medium
Journals	Still being developed	Low	High
Mapping	Information related to conversion	Low	Low
Payable, Payables	Information about voucher details	High	High
Receivables	Information about CORE transactions	High	High
RMCARPE	Information related to conversion	Low	Low
SmartKey	Information related to SmartKey assignments	Medium to High	Medium to High
Tree	Information about trees	Low	High

8. Once you select a Folder View, the queries available in the folder will appear.
9. On the right side of the list, you will see 3 run options (HTML, Excel, Schedule) and 1 Favorite link option.
  - [HTML](#) – the results will appear as an HTML document on your screen. You will be given the option to download the results in Excel or CSV Text at the top of the results screen.
  - [Excel](#) – the results will be downloaded into an Excel file for you to work with.

November 2, 2009

- [Schedule](#) – allows you to generate a query and set up delivery options. This is helpful if there is a certain query you would like for someone to review periodically. To set up this option:
  - i. Click [Schedule](#)
  - ii. Click on the tab “[Add a New Value](#)”

**Note:** Once you have set up and saved an inquiry using the “Add a New Value” tool, you can simply click [Search](#) on the “[Find an Existing Value](#)”

- iii. In the Run Control ID box, type something that will remind you of the report setup so you can regenerate it later. Examples to consider are below, but it is really your choice. No one else will see it – just you.
  - QrySK99999 (representing Query for SmartKey 0000099999)
  - Qry4Joe (representing Query for Joe)

- iv. Enter required prompts for the query
- v. Click [OK](#)

- vi. At the Process Scheduler Request:

1. Server Name: [Blank](#)
2. Run Date: [Leave at Default](#)
3. Recurrence: [Select Desired Option](#) from the Drop-Down List
4. Time Zone: [Blank](#)
5. In the Process List box:
  - a. Type: [Web](#)
  - b. Format: [PDF](#)
6. Click [Distribution](#)
7. Click Email Web Report  (or other preferred method)
8. Complete the sections
  - a. Email Subject = [Desired email subject line text](#)
  - b. Message text = [Desired message to the recipient](#)
  - c. Email Address List: Insert the [email address](#) of each person you want to sent the query results to. Recommend hitting Enter after each email address.
9. Click [OK](#)
10. You will be returned to the Process Scheduler Request. Click OK.

10. As you find queries you like, click on the [Favorite](#) link and the Query will be maintained in the Query Viewer for easy look-up later.

### Queries - Helpful and Currently Available

1. Click on [Reporting Tools](#) in the left menu bar
2. Click on [Query](#)
3. Click on [Query Viewer](#)
4. In the search criteria: Search By:  begins with
5. Click

### General Ledger Chartfields and Entries

- [EU\\_DEPTID\\_LIST](#) - This provides a list of Departments by SetID. When you run this, use EMUNV as the SetID.
  - Status = A means the department is active
  - Status = I means the department is inactive
- [EU\\_GL\\_OPER\\_CHARTFIELDS](#) - DeptIDs by Operating Unit. This provides a list of department numbers by operating unit. This is useful if you need a list of department numbers and SmartKeys for your particular operating unit (such as the School of Medicine or School of Theology). Some of the results are too large to download in one query, so you may have to run multiple queries by using a range of department numbers, downloading the results to Excel and combining them in Excel.
- [EU\\_GL\\_OPERATING\\_UNIT\\_LIST](#) List of Operating Units. This provide a list of all operating units. There are many operating units with the Emory Healthcare structure, so this could be helpful for users required to cross-charge from the University to EHC.
- [EU\\_GL\\_ACCOUNT\\_LIST\\_BY\\_SETID](#) Account Listing by SetID. This provides a list of accounts by SetID. When you run this, use EMUNV as the SetID.
  - Status = A means the account is active
  - Status = I means the account is inactive
- [EU\\_EXC\\_GL\\_WRKFLD\\_AGING](#) Journals Pending Approval. This provides a list of open journal entries and the status in the approval workflow.
- [EU\\_GL\\_JRNL\\_SUMMARY\\_ACTIVITY](#) - GL Journal Line Summary. This provides a list of all journal entries for a designated department with status, line description and other details.
- [EU\\_GL\\_PAYROLL\\_DETAIL](#) - Salary and Fringe by Account. This provides a list of salaries and fringe, by account, charged to a designated department. This does not provide details by employee (visit Labor Distribution for that level of detail).

### Accounts Payable and Expenses

- [EU\\_AP\\_VCHRS\\_OVER\\_AMT\\_OVER\\_8\\_31](#) - Vchrs with a Gross Amt Prompt. This provides a list of vouchers for a date or date range for an amount range that you specify.
- [EU\\_AP\\_VCHRS\\_LESS\\_THAN\\_25K](#) - Vchrs between \$0-\$25k. This provides a list of small vouchers so you can analyze transactions for your area that are less than \$25K.
- [EU\\_AP\\_VOUCHER\\_DETAIL](#) Voucher Transaction Detail. This provides a detail on AP voucher status (includes Voucher, Vendor, Invoice, PO #, Purchase Description details, amount). You can run this for a full department or specific vendors, projects, accounts or invoices for a department.
- [EU\\_EX\\_GRANT\\_FUNDED](#) - Travel per Grant. This provides travel information for travel reimbursements that have been charged to a grant.

November 2, 2009

- **EU\_AP\_GRANT\_VCHRS\_OPEN** Grant Vouchers not paid. This provides a list of AP vouchers charged to grants but not yet paid. This should help research administrators in their grant close-out process.
- **EU\_EXC\_EX\_NOT\_POSTED** Expenses Not Posted. This provides a list of expense reimbursements that are in process but have not posted. This will allow you to quickly look up an employee's reimbursement status.

#### Accounts Receivable and Deposits

- **EU\_AR\_CORE\_TRANS\_LST\_OU\_PROMPT** - List of CORE transactions by Operating Unit. This provides a list of deposits for your operating unit.

#### Asset Management

- **EU\_AM\_ASSET\_BY\_DEPT** - Asset Register by Department. This provides a list of equipment assigned to your department. Provides the tag number, description, acquisition date, serial ID, location, building, floor # and sector. Note the Business Unit begins with "AM" so Emory University departments will use AMUNV as the Business Unit when prompted.

November 2, 2009

**Queries - Under Modification to be more applicable to financial and department managers**

- **EU\_EXC\_GL\_SUSP\_GRANTS** - Suspended To Grants Dept. This provides transaction information for transactions posted after the end of a grant period, forcing a transaction into Suspense. While it is available now, it will contain enterprise data instead of specific for your area of responsibility. We will be adding parameters to allow you to run for your area.

**Queries - for Central Finance (but available for others as well)**

**General Ledger & Reporting**

- **EU\_EXC\_GL\_JRNL\_MULTI\_BU** - Journals Crossing Bus. This provides a list of journal entries that cross business units. It also provides the posting status so items not posted can be followed-up on prior to month-end close.
- **EU\_EXC\_GL\_SUSP\_AGING** - Uncorrected Susp Aged - BU&SRC – This provides a list of Suspense transactions requiring follow-up. We are adding parameters and additional information to this query but it is available currently.
- **EU\_EXC\_NIT\_ACCT** - Exception: Accounts Not In Tree. This provides a list of accounts that are not included in the Account Roll-up tree and will therefore not be included in reports. This should be run prior to release of reports and reviewed to verify no dollars are reflected in the accounts.
- **EU\_EXC\_NIT\_CLASS** Exception: Classes Not In Tree. This provides a list of class codes that may be excluded from reporting trees. This should be run prior to release of reports and reviewed to verify the exclusions are appropriate.
- **EU\_EXC\_NIT\_DEPT** Exception: Depts Not In Tree. This provides a list of departments that may be excluded from reporting trees. This should be run prior to release of reports and reviewed to verify the exclusions are appropriate.
- **EU\_EXC\_NIT\_FUNDS** Exception: Funds Not In Tree. This provides a list of departments that may be excluded from reporting trees. This should be run prior to release of reports and reviewed to verify the exclusions are appropriate.
- **EU\_EXC\_NIT\_OPUNIT** Exception: Op Units Not In Tree. This provides a list of departments that may be excluded from reporting trees. This should be run prior to release of reports and reviewed to verify the exclusions are appropriate.
- **EU\_EXC\_KK\_XCP\_GL1\_VW1** - KK Errors from Journals. This provides a list of journal entries with budget errors – usually due to grant projects after the end date.
- **EU\_GL\_CASH\_BALANCE** - Cash Balances-Fund, Dept, Proj – This provides a summary of cash balances by a defined parameter of fund, department or project.
- **EU\_DISTINCT\_INTERFACE\_JRNL** Distinct Interface Journals – This provides a list of all interface that have fed into the GL for a specific period. We will be modifying this to also provide results by business unit so central finance units of EHC and the University can more easily monitor for their areas of focus.

**Accounts Payable and Expenses**

- **EU\_AM\_REPAIR\_MAINTENANCE** - Cap. Asset Charged to Repairs – This provides a list of GAAP definition capital items with a cost below our capitalization policy threshold. Since they are below our capitalization threshold, they are generally charged to repairs and maintenance and are cumulated as a GAAP adjustment at year end.
- **EU\_EXC\_EX\_POSSIBLE\_DUPLS** - Possible Duplicate Expense Rep. This provides a system check of expense reimbursements that should be reviewed to be sure they are not duplicate payments.

November 2, 2009

Daily / Weekly / Monthly Tasks: Recommendations for Financial Managers

	Perform Daily	Perform Weekly	Perform Monthly
General Ledger	Key journal entries	Clear suspense items from interfaces	Run the query EU_EXC_GL_WRFLO_AGING To see if there are open journal entries that need to be pushed through for you. Call the next person in the approval line if needed.
	Check approval inbox and process open items	Check ledger inquiry for department or project to review activity and confirm transaction validity	Check ledger inquiry for department or project to review activity and confirm transaction validity

## User Tips

### Basic Navigation

- When you need to use multiple items in the Menu bar, click on New Window to open them. This allows the various pages you need to line up and you can click browser pages to move around. Firefox lines the tabs nicely at the top (just above the Compass blue bar) and Internet Explorer lines them up as selection options at the bottom of your screen.
- Avoid using the browser back button to move to the previous Compass screen. There is usually 1 of the following 3 options for moving to previous screens:
  - If you see an OK button at the bottom left of the page, clicking this will take you to the previous screen
  - If you see blue hyperlinks listing the previous screen names, click on the one you want to navigate to
  - Click on the open browser page that you want to navigate to
- Instead of keying the leading zeroes in SmartKey lookups, use the % sign in place of the 000000xxxx. This will save you a few keystrokes.

### Personalize Your Screens

- Almost every page or results box contains a hyperlink with the word “Customize”. If you click this, it takes you to a personalization page so you can hide columns that you don’t need and make your screen more focused on what you care about. You cannot hurt anything by playing with these settings and we encourage you to do this to improve your experience.

### Excel Downloads

- Look for the “download” icon (found in the top of each Results box and looks like a table with a red arrow) will allow you to download the information shown into Excel

### Screen View Expansion

- You can click on the [ ] sign at the top of the Menu box on the left of your screen to hide the Menu and have more working screen space.
- To make the Menu visible again, click the [icon] just under the Compass logo on the top left of your screen.

### Helpful Translations

Compass Language	FAS Language
Commitment Control	Budget
SmartKey	Closest = FAS Account # <i>(except SmartKey should not be used for reporting like the FAS Account # could be)</i>
Account	Sub-code
Department Number	Department Number <i>(the assigned number just changed in Compass)</i>
Business Unit	Emory / University / Emory Clinic / EHC
Operating Unit	Closest = Sr Executive Level
Class Code	NACUBO Code
Fund Code	Ledger Category; the Fund Code in Compass replaces the budget rebalancing rules in FAS
Budget Journals	eJournal types 20 and 21
Journal Entries	eJournal types 60, 62, 67
Allocations	Mechanical Entries
Recurring Entries	eJournal templates

