



**EMORY**  
LIBRARIES &  
INFORMATION  
TECHNOLOGY

# **IT Briefing**

**June 18, 2015**

**North Decatur Building  
4<sup>th</sup> Floor Auditorium**

# IT Briefing Agenda

- Alma + Primo Migration
- COMPASS Update
- Messaging Team Updates
- Graydon Kirk
- Dave Miller
- Jay Flanagan



**Graydon Kirk**

Project Manager II, Project Management Office

**Alma + Primo Migration Project**  
**Implementation Date 12/21/15**

# Alma + Primo Migration Project

- Part of the Library Portfolio

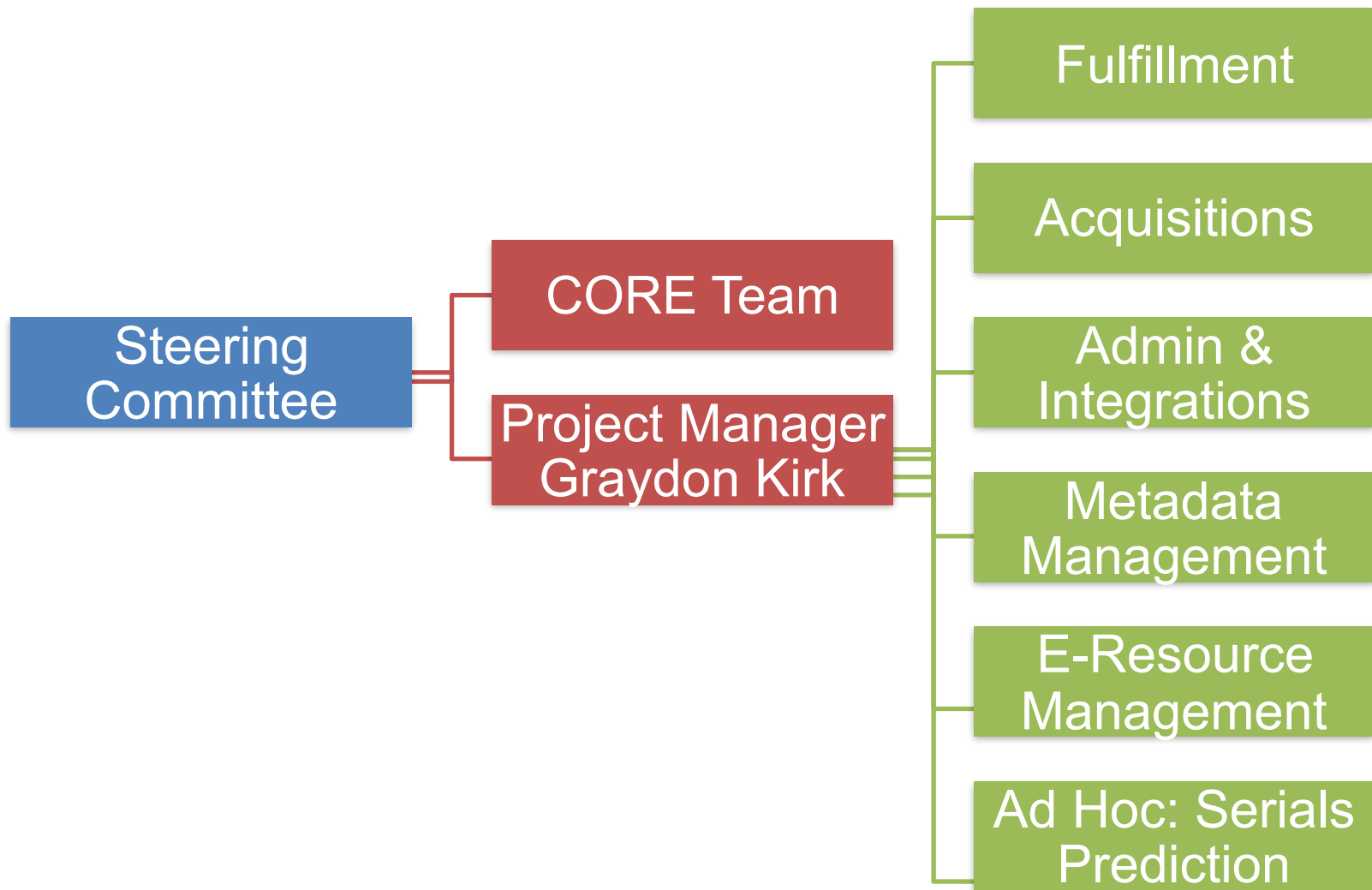
Number	Project Name	Planned Start Date	Planned End Date	Percent Complete
PRJ00052	EZProxy SSO/Authorization for Electronic	2013/12/09	2015/08/11	72.00
PRJ00043	Library Service Center - Program	2013/02/18	2016/03/04	70.00
PRJ00066	Library Service Center - Collections Prep	2013/11/01	2016/07/29	67.00
PRJ00056	Alma Implementation and Migration	2014/06/02	2016/02/09	45.00
PRJ00066	Library Service Center - Technology	2013/11/01	2016/03/04	31.00
PRJ00057	ARTstor Shared Shelf Phase 2	2015/02/02	2015/06/29	18.00
PRJ00458	Fedora Migration	2015/03/02	2016/08/31	9.00
PRJ00046	Digital Repository: Recommend/Implement	2015/02/06	2017/02/03	6.00
PRJ00075	Library Use Reporting	2013/08/20	2016/08/31	0.00
PRJ00093	Electronic Theses & Dissertations (ETD)	2014/10/20	2016/08/31	0.00
PRJ00076	Open Emory	2014/11/17	2016/08/31	0.00
PRJ00075	Emory Finding Aids (Finding Aids)	2015/12/31	2015/04/17	0.00
PRJ00202	The Keep	2014/11/30	2016/08/31	0.00
PRJ00364	Digitized Rare Books (Digitized Books)	2015/02/09	2016/08/31	0.00

- Migrating Aleph to Alma + Primo (same vendor)
- Private Cloud, SaaS, Multi-Tenant, Workflow Based
- Authentication for Shibboleth
- Availability 24 – 7, 365

# Alma + Primo Migration Project

- Supports: (new versions supported @ 20% usage)
  - IE 8 & 9
  - Firefox 3+
  - Chrome 6+
  - SSL Encryption (Alma to Primo using SFTP)
- ExLibris Operational Centers Located In:
  - Amsterdam
  - Chicago
  - Singapore
- ISO Certified 27001 & 27002

# Alma + Primo Migration



# Phase I – Process Mapping & ExLibris Preparation

- **Process Mapping:** September 2014 – April 2015
  - 5 Functional Area Work Groups (FAWGs) Staffed by 34 FTEs
  - Produced 191 Process Maps
- **ExLibris Preparation:** Work-in-Progress
  - ExLibris Configuration Document – Complete and Submitted
  - ExLibris Migration Document – Work-in-Progress
  - Christopher Spalding is Requesting Every Reasonable Item Early (PM Name, Certification Training, etc.)

# Phase II – Alma + Primo Migration

- **June: Build Foundation** – Project Planning, Sandbox, Watch Videos
- **July:** Lots of Training and Q& A Sessions; Last Third of Month, Initial Data Load and Verification + Set-up Primo Environment
- **August:** More Iterative Training, Testing and Data Verification  
Configure Primo
- **September:** Workshop ExLibris Preparation: Work-in-Progress Load Alma Data Into Primo then Testing, Testing, Testing
- **October - December:** Execute Cutover Plan (Not received yet)



# Alma + Primo Migration Project



Questions



**Dave Miller**

Director, PeopleSoft Financial Project  
Office of Finance Systems & Data Analytics

# **Compass Outreach Session**

# Compass Outreach Sessions



*Q. We have information on approved business cases. We may not be able to answer really specific questions because we are*



*Focus topics for this quarter are the **Accounts Payable** and **Travel and Expense** modules. Focus topics will change as the*



*Sessions are scheduled across campus for convenience, but each session is open to the entire Emory*



18-Jun-15

# We'll be back in your neighborhood...



Check the [website](http://upgrade.compass.emory.edu) for information on future Compass Outreach Sessions

[upgrade.compass.emory.edu](http://upgrade.compass.emory.edu)

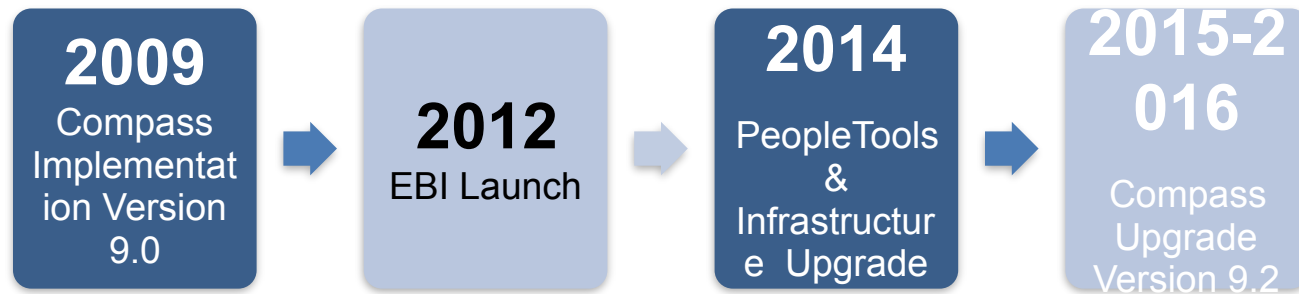


# Agenda

- PeopleSoft History at Emory
- Program Governance
- Why Upgrade Now?
- Program Guiding Principles
- High-Level Roadmap
- What Does This Mean for Me?
- Business Case Inventory:
  - Accounts Payable
  - Travel & Expense

# Compass (PeopleSoft) History at Emory

- Compass is Emory's PeopleSoft financial system.
- Compass serves both the University and Healthcare business units.
- Compass was implemented in September, 2009.
- Compass has more than 17,000 users.



# Program Governance

## Executive Committee

Provides the highest level of oversight for the project, governed by a charter, which details its function and scope. Provides approval to project change requests, budget requests, or policy/procedure recommendations submitted by the Steering Committee. Meets monthly to consider issues raised by the Steering Committee.

## Steering Committee

Reviews the business needs of the Emory community and scope recommendations from the Project Leadership Team ensure alignment of the two are achieved to the highest degree possible. Serves as a liaison between the user community and the project team. Makes recommendations to the Executive Committee, the project team and the user community to improve the functionality of the system.

## Project Leadership Team

Composed of functional and technical subject matter experts from the Emory community and supported by consulting partners. Makes operational decisions, defines the optimal cross-functional system design, and recommends scope and process changes for Steering Committee consideration. Ensures the expressed business needs of the users are considered.

## Work Stream Leads

The Work Stream Leads drive the overall design, testing, and implementation of new Compass Upgrade functionality. They provide input on business decisions and processes that affect the design of the system and address the implications of business changes across the University and Healthcare organizations.

# Why Upgrade Now?



Provide continuous operational improvements to the University and Healthcare communities.



Optimize our investment in the system and take advantage of improved PeopleSoft functionality.



Pursue opportunities to reduce our cost of ownership through a reduction of customizations.



Try to provide more intuitive user interactions and expand functionality to better support business needs.



Evaluate opportunities for process improvements.



# Program Guiding Principles



# High-Level Roadmap



## Phase I: Fit/Gap

December 2014-January 2015

- Compare features and functions with user needs.
- Identify customizations for removal and retention.
- Deliver Fit/Gap document with recommended solutions per business area.
- Deliver executive summary Fit/Gap document for all business areas.



Received Board of Trustee (Finance Committee) approval 3/26

## Phase II: Design/Configure/Build

January 2015-February 2016

- Design and configure for future state changes.
- Develop and unit test.
- Configure future state security.

**PROJECT START**

## Phase III: Test

April 2015-September 2016

- Prepare and execute test scripts.
- Document and follow detailed issue resolution strategy.

## Phase V: Stabilization

October 2016-February 2017

- Roll out additional enhancements and updates.
- Provide continuous user support.

## Phase IV: Go-Live & Training

May 2016-October 2016

- Rollout upgrade and train users.

Continuous Communication and Engagement

*Timeline subject to change*

# What Does this Mean to Me?

## Now

- Pay attention to communications (i.e., newsletters, etc.)



## Near Term

- Be diligent about preparing for the change



## Future

- Screens will be different. 9.2 has a lot of user benefits - which means it is different!

# Stay Connected

**[upgrade.compass.emory.edu](http://upgrade.compass.emory.edu)**



- Launched May 11, 2015
- Keep current with the latest news & information
- See listening tour item updates
- Look for training information in the coming months



## What the Portal will be

**Compass Insight** newsletter (2<sup>nd</sup> edition -  
May 11, 2015)

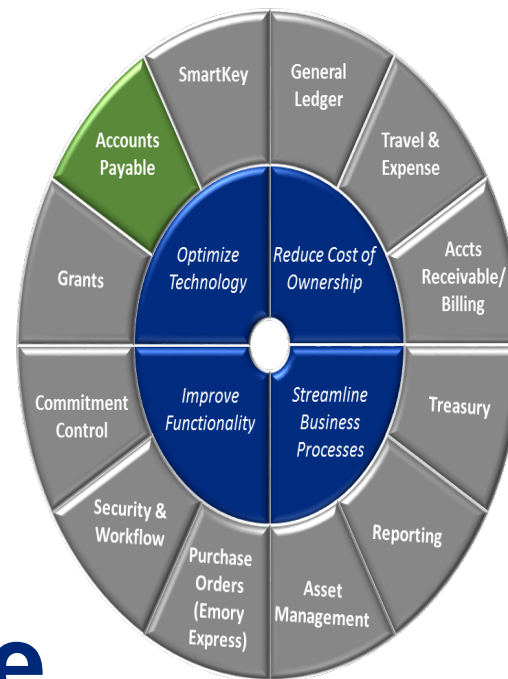


**Send emails to**  
**[compassupgrade@emory.edu](mailto:compassupgrade@emory.edu)**

For any questions, comments, concerns

# Accounts Payable

Business Case Review and Project Scope Methodology



- Emory currently has a custom solution to handle Payment Requests for **non PO related items**, such as Honorariums, Speaker Fee, etc, which involves changes to the delivered voucher pages and the use of a 3rd party product called SmartWorkflow.

**There are many calls into AP for assistance.**  
**Difficult to find status or payment information**



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**Listening Tour Requests**

**Make it Easier**

**Make it User Friendly**

**Include Enhancements**



Implement the new 9.2 Payment Request functionality

- ❑ Stepped Approach Guides Users
- ❑ Includes Pages to Monitor Request through Processing and Payment

### **Emory Enhancements to 9.2 Payment Request**

- 1) Non-Employee transactions (**Guest** and **Student** Reimbursements)
- 2) Wire request capability
- 3) Handling of Foreign Nationals
- 4) Ability to add a payment message
- 5) Ability to set payment handling (such as hold for pick-up)
- 6) Display of Voucher ID and Payment Status
- 7) Enhance security to allow for managers to see requests within their area.

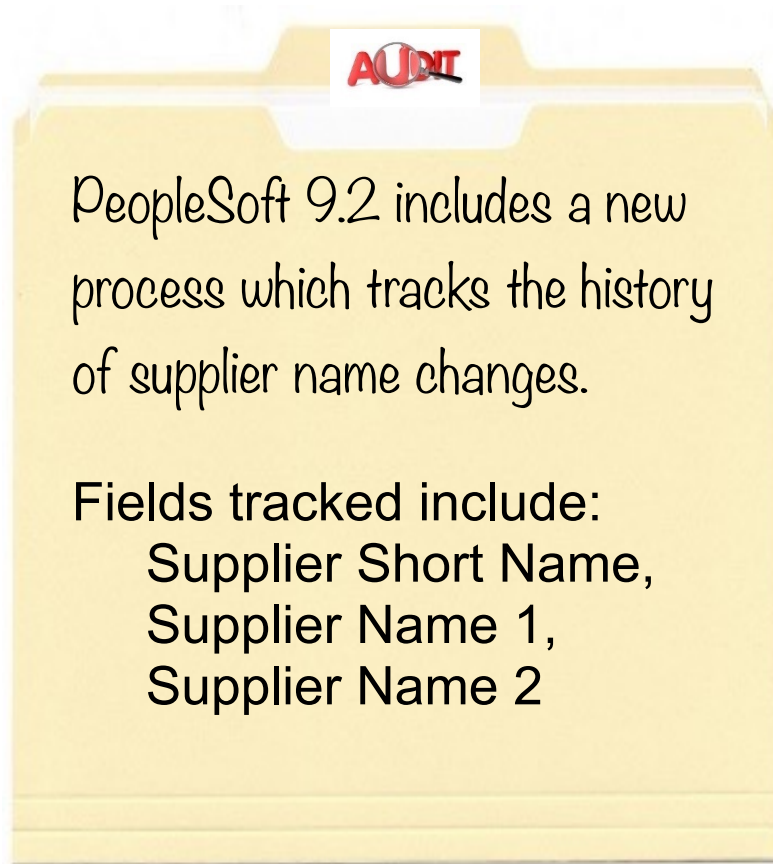
- In today's current system, changes to Supplier (Vendor) Names have no specific tracking mechanism, as for date of the change or who made the change. Additionally, there is no way to track historical changes



- There's no other way to make a name change without the use of this new feature; instead, AP must manually note the change and remember to return to the system on the effective date to make the change manually.



## Vendor Name Audit - Recommendation



PeopleSoft 9.2 includes a new process which tracks the history of supplier name changes.

Fields tracked include:  
Supplier Short Name,  
Supplier Name 1,  
Supplier Name 2

*Emory needs this information to for both audit and issue research purposes.*

*Vendor names may change over time, either due to errors which require correction or just due to the vendor changing the name of their company*

*Emory should turn this new feature on, via configuration, as part of the 9.2 upgrade, and provide training.*

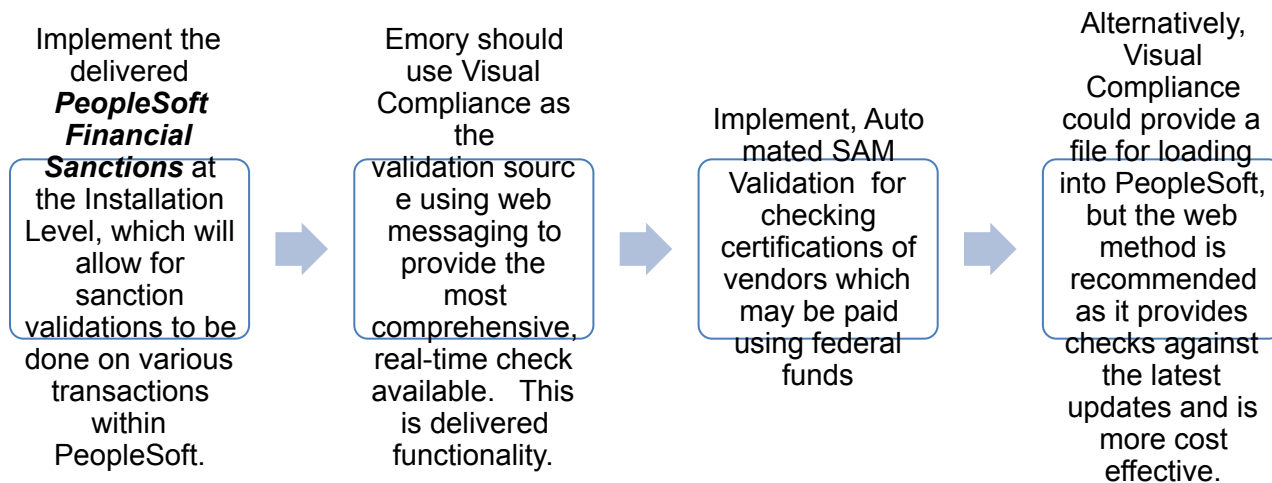
# Vendor Validations (Financial Sanctions/SAM) - Overview

Federal regulation from the Office of Foreign Assets Control (OFAC) requires that suppliers be validated against a Specially Designated Nationals (SDN) list prior to payment.

Emory would like to implement the PeopleSoft delivered **Financial Sanctions Validation** functionality to perform this check when setting up new suppliers, as well as when vouchering invoices. Use of this functionality will flag a vendor that is on the sanctions list, and will hold up transactions for review until they can be fully vetted.

The Federal government also requires validation of vendors receiving Federal Funds, such as those on grants or research which are funded by the US Government. The US Federal Government General Services Administration (GSA) developed software called **System for Award Management (SAM)** which maintains a list of federally registered vendors/contractors and their status with the federal government. This validation needs to be automated, and is provided in PeopleSoft 9.2.

# Vendor Validations (Financial Sanctions/SAM) - Recommendation



Currently, Emory is using J.P. Morgan as their procurement card supplier and is using J.P. Morgan's **PaymentNet** as their procurement card reconciliation system. This system is external, has a completely different interface than other systems in use at Emory and requires a **separate login and password**.



*J.P. Morgan removes older, unreconciled items from the system, making it extremely difficult and resource intensive for Emory to gain access to such transactions. Emory wants these transactions to be available until such time they are reconciled.*



*Users frequently forget ID and Passwords, which results in a lot of administrative effort to assist them with setting up account, password resets, and general instruction.*



- Implementing the Procurement Card functionality within PeopleSoft will eliminate the need to have a separate ID and sign-on, as PeopleSoft users can use **single sign-on**.
- The Procurement Card functionality within PeopleSoft will retain all of the transactions, regardless of how old or if they have/have not been reconciled. Existing accounting rules are enforced and daily manual interfaces are eliminated. Should help remove barriers to reconciliation, resulting in higher compliance while reducing errors.

## Additional Approved Business Cases – Accounts Payable

- Overview and Recommendations are available for review.
- Check the website:  
[upgrade.compass.emory.edu](http://upgrade.compass.emory.edu)

Accounts Payable Business Cases
Check Printing and Single Pay Card
Vendor Attachments
Supplier Audit
Supplier Hierarchy
AP Operational Dashboard

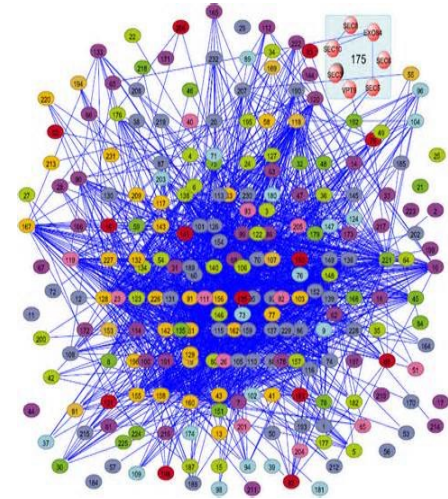
# Travel & Expense

Business Case Review and Project Scope Methodology



# Expense Reporting User Interface - Overview

Emory has too many complex customizations and we can't maintain them or upgrade them!



There are too many clicks or 'drill downs' required to populate an expense transaction.



## 31 Listening Tour Items specifically about Expense Entry.

### Dislikes

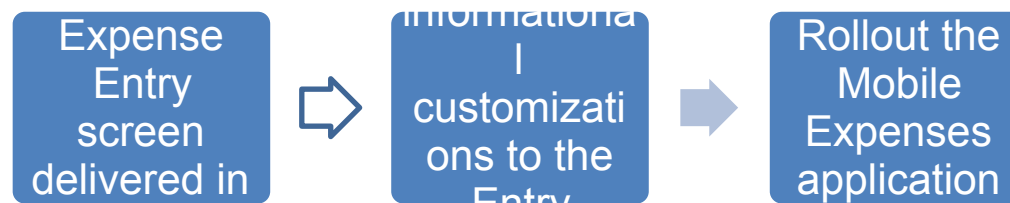
- Too many clicks to get to the accounting detail.
- Not enough location information – line level location if possible
- Simplify populating attendees on expense report.

### Likes

- Being able to do a split on wallet or other expenses for alcohol or other reasons.
- Ability to attach receipts to travel expense reports.
- Not having to store corporate card receipts for 7 years
- Insight into the status of Expense reports throughout the process



# Expense Reporting User Interface - Recommendations



Report.

# Expense Report User Interface

Impacts		
People	Module Support	Minimal support required because of moving to delivered functionality.
	Central Administration	
	Campus Users	Greatly improved and streamlined User Interface that reduces the drill down and clicks required to complete an Expense report.
Process	Module Support	Greatly reduced support requirements because of using delivered functionality without customizations.
	Central Administration	
	Campus Users	The delivered 9.2 Expense Entry screen is much more user-friendly than the existing screen in 9.0.
System	Module Support	Future upgrades for patches and enhanced functionality could be implemented with minimal retrofit and testing effort.
	Central Administration	
	Campus Users	New features and functionality could be delivered easily with future PUMs.
Training	Module Support	
	Central Administration	
	Campus Users	Requires significant re-training effort for users of the Expenses module.

# Expense Report User Interface -

*Current Interface: A lot of modifications/customizations that we can see, and many more we cannot*

Create Expense Report

## Expense Report Entry

[Click Here for Help entering Expense Reports](#)

David Wright [User Defaults](#) Report ID: NEXT

ID/Type 0035470 / Employee

**General Information**

\*Description: Travel Related Expense Report

\*Business Purpose: Travel - Conference/Seminar

Status: Pending

Destination: LAS Las Vegas, NV

Comment: This is a custom field.

Begin Date 11/20/2014 End Date 11/24/2014

[Print report with barcode](#)

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options: [GC](#)

**Details** [Personalize](#) [Find](#) [View All](#) [First](#) [1-4 of 4](#) [Last](#)

\*Overview

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	
<input type="checkbox"/>	AIRFARE-DOMESTIC	11/20/2014	300.00	USD	PERSONAL FUNDS	<a href="#">Detail</a>
<input type="checkbox"/>			0.00	USD		
<input type="checkbox"/>			0.00	USD		
<input type="checkbox"/>			0.00	USD		

[Copy Selected](#)
[Delete Selected](#)
New Expense [Add](#)
[Check For Errors](#)

**Totals**

Employee Expenses:	300.00 USD	Due Employee:	300.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Credit Card Company:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Expense Report Accounting Summary](#)
[Update Totals](#)

Are these expenses to be paid to or on behalf of a Foreign National?

☐ Yes ☒ No

**For University Only - Before you Submit your Expense Report:**

- ☐ Have you ensured your expenses are within University Policies?
- ☐ Have you documented the business purpose of each expense?
- ☐ If you are expensing a business meal, have you listed names of attendees if less than 10?
- ☐ Have you split out any alcohol expense from a meal?
- ☐ Do you have your supporting documentation ready to upload below?

# Expense Entry Interface

*New, more intuitive, Expense Report entry*

## Create Expense Report

[Save for Later](#) | [Home](#) | [Summary and Submit](#)

**Kenneth Schumacher**

\*Business Purpose
General Travel and Expense

\*Report Description
Consulting and product demo

Reference

Default Location
WASHINGTON, District of Columb

Attachments

Actions
...Choose an Action
GO

### Expenses

Expand All | Collapse All
Add:
My Wallet (10) | Quick-Fill

\*Date
11/10/2014

\*Expense Type
Automobile Rental

Description
Rental car during Conference

\*Payment Type
Visa

\*Amount
200.00

\*Currency
USD

\*Billing Type
Internal

\*Location
Boston, Massachusetts

\*Merchant
Preferred
Non-Preferred
Hertz Rent-a-Car

\*Accounting Details

Receipt Split

☒ Default Rate
☐ Non-Reimbursable
☐ No Receipt

\*Exchange Rate
1.00000000

Reimbursement Amt
200.00
USD

Chartfields

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Alt Acct	Oper Unit	Fund	Dept	Program
200.00	US001	200.00	USD	1.00000000	650025				41000	

Expand All | Collapse All

Totals (1 Line)
200.00
USD

# Expense Entry Interface

## Meal Attendees

Kenneth Schumacher ? Actions ...Choose an Action GO

\*Business Purpose Team Building Session Default Location Attachments

\*Report Description Team Building Dinner

Reference

**Expenses** ?

Expand All | Collapse All Add: | My Wallet (10) | Quick-Fill Totals (1 Line) 350.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
11/04/2014	Dinner	Team Dinner - Fooo	Visa	350.00	USD

\*Billing Type Internal

\*Location Atlanta, Georgia

Receipt Split

Attendees

Default Rate

\*Exchange Rate 1.00000000

Non-Reimbursable

Reimbursement Amt 350.00 USD

Accounting Details ?

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account
350.00	US001	350.00 USD	1.00000000	650055	

Expand All | Collapse All

Create Expense Report

**Attendees**

Kenneth Schumacher Report ID NEXT

Attendees are required for the Dinner expense on line 1. Please list the attendees associated with this expense.

Name	Company	Title
Schumacher,Kenneth	Emory Upgrade Consultant	
King,Carol	Emory P2P Upgrade Lead	
Wright,David	Emory Exp Upgrade Lead	
Steagall,John	Emory AP/EX Upgrade Consti	

OK

# Expense Entry Interface

## Itemize Hotel Bill

10/30/2014

Hotel/Lodging

Marriott Hotel

Check

150.00

USD

\*Billing Type

Internal

\*Location

Atlanta, Georgia

\*Number of Nights

2

\*Merchant

Preferred

Marriott

Receipt Split

Itemize Hotel Bill

Default Rate

\*Exchange Rate

1.00000000

Non-Reimbursable

Reimbursement Amt

150.00

USD

No Receipt

Accounting Details

Chartfields

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account
150.00	US001	150.00 USD	1.00000000	650000	

Create Expense Report

Itemize Hotel Bill

Report ID NEXT

General Hotel Bill Information

Your Hotel Bill

Total Bill 150.00 USD

Remaining 150.00 USD

\*Transaction Date 10/30/2014

Checkout Date

\*Payment Type Check

\*Billing Type Internal

\*Number of Nights 2

\*Merchant (Choose One)

Preferred Marriott

Location Atlanta, Georgia

Description Marriott Hotel

\*Amount Spent 150.00

\*Currency USD

\*Exchange Rate 1.00000000

Default Rate

Reimbursement Amt 150.00 USD

Calculate Amounts

Non-Reimbursable

No Receipt

Charges Incurred on This Bill

Room Charge

Room Service

Telephone/Internet

Parking

Laundry

Misc Charges

Continue

# Expense Entry Interface

## Receipt Split

11/04/2014

Gasoline Charges

Gas for Rental Car

Cash

32.00

USD

\*Billing Type Internal

Receipt Split

☒ Default Rate

\*Exchange Rate 1.00000000

☐ Non-Reimbursable

Reimbursement Amt 0.00 USD

▼ Accounting Details

Chartfields

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Ac
	US001		USD	1.00000000	65

Expense Report

Receipt Detail for Expense Lunch - Total 32 USD

Report ID 0000000108

The detailed information for the receipt of the expense you have selected appears below. There are four activities available for this receipt...

- (1) Split an expense on this receipt into smaller, detailed expenses.
- (2)\* Add additional expenses to this receipt.
- (3) Edit an expense on this receipt.
- (4)\* Adjust the 'Receipt Total' amount in 'Current Expenses on Receipt' section.

(\* - Not available for Supplier supplied receipts)

Expense Information

Current Expenses on Receipt

Expense Gasoline Charges 20 USD is being split with this expense, Lunch.

\*Expense Date 11/04/2014

\*Payment Type Cash

\*Billing Type Internal

\*Location Athens, GA

\*Description Gas for Rental Car

☐ Non-Reimbursable

☐ No Receipt

Add Additional Attendees

\*Amount Spent 10.00

\*Currency USD

\*Exchange Rate 1.00000000

☒ Default Rate

Reimbursement Amt 10.00 USD

Update

Date	Type	Amount
11/04/2014	<a href="#">Gasoline Charges</a>	22.00 USD
11/04/2014	<a href="#">Lunch</a>	10.00 USD
Current Total		32.00 USD
Receipt Total		32.00 USD
Balance		0.00 USD

Split With Another Expense

Expense Type

Split

Split with another expense will subtract from original expense while leaving current total unchanged.

Done



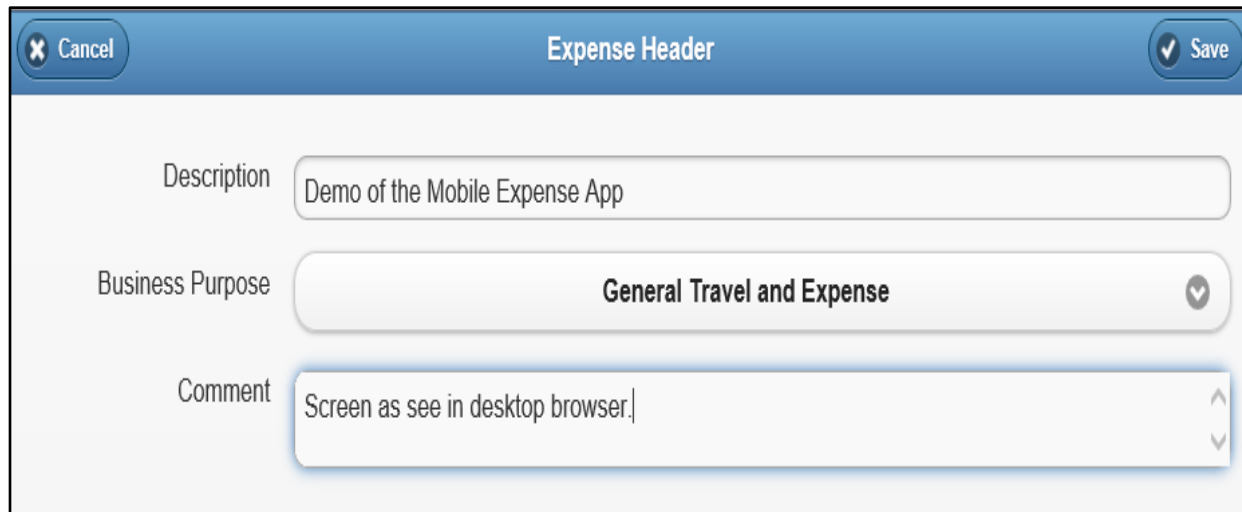
# Expense Entry Interface

## Mobile Expenses Application



# Expense Entry Interface

*Mobile Expenses Application – Create an Expense Report*



A screenshot of a mobile application interface for creating an expense report. The interface is titled "Expense Header" and features a blue header bar with "Cancel" and "Save" buttons. The main content area contains three input fields: "Description" with the text "Demo of the Mobile Expense App", "Business Purpose" with a dropdown menu showing "General Travel and Expense", and "Comment" with the text "Screen as see in desktop browser.".

Expense Header

Cancel Save

Description: Demo of the Mobile Expense App

Business Purpose: General Travel and Expense

Comment: Screen as see in desktop browser.

# Expense Entry Interface

*Mobile Expense Application – Add a line*

Continue

Expense Line

Save

Date

2014-11-20

Expense Type

Automobile Rental

Payment Type

Visa

Expense Billing Code

Internal

Transaction Amount

20.00

Currency

US Dollar

Use Preferred Merchants

No

Yes

Merchant

Enterprise

Expense Location

LV

Description

Rental car during conference

Non-Preferred Merchant Comment

Enterprise was less expensive.

# Mass Proxy Maintenance - Overview

- Individuals have the ability to submit, or view, Expense Reports on behalf of others as a proxy.
- 70% of the Expense Reports submitted in FY 2014 were submitted by a proxy.
- We need a relatively simple way to create and maintain proxies.

Table A: FY 2014 View of Expense Reports submitted

Submitted For	Reports	% of Total
Submitted for Other	47123	70%
Submitted for Self	20530	30%
<b>Grand Total</b>	<b>67653</b>	<b>100%</b>

# Mass Proxy Maintenance - Recommendation



“We recommend that we enhance and improve our current Mass Proxy maintenance process to better meet Emory’s business needs while maintaining controls and security checks for the proper delegation of proxy authority.”

# Mass Proxy Maintenance Page

Favorites ▾ Main Menu ▾ > Purchasing ▾ > Procurement Cards ▾ > Security ▾ > Assign Proxies

ORACLE

Assign Proxies

Kenneth Schumacher

This is a proxy user for the procurement cards identified below. Specify the proxy's role for each card individually, or Apply a role to the selected cards in mass.

Select Procurement Cards ☐ Display Unmasked Card Number

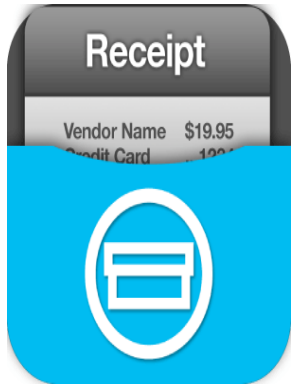
Assign Proxies Personalize | Find | View All | 62 | First 1-8 of 8 Last

	*Empl ID	Employee Name	*Card Issuer	*Card Number	*Role	Requester Default	Buyer Default		
<input type="checkbox"/>	IXHEEE102	Angelini, Gina	VISA	*****7890	Administrator ▾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>	IXHEEE102	Angelini, Gina	VISA	*****VNDR	Administrator ▾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>	IXHEEE120	Crawford, William	MC	*****9012	Administrator ▾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>	IXHEEE128	Masterson, Carlos	BKAUS	*****3222	Administrator ▾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>	IXHEEE128	Masterson, Carlos	VISA	*****3131	Administrator ▾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>	IXHEEE128	Masterson, Carlos	VISA	*****7777	Administrator ▾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>	IXHEEE128	Masterson, Carlos	VISA	*****1111	Administrator ▾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>	IXHEEE128	Masterson, Carlos	VISA	*****0101	Administrator ▾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

☒ Select All ☐ Clear All

Assign Role Administrator ▾

# Expense Report Summary - Overview



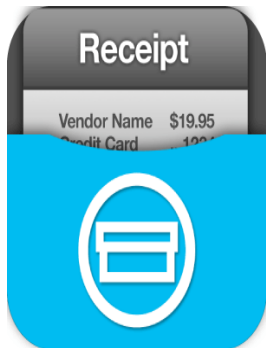
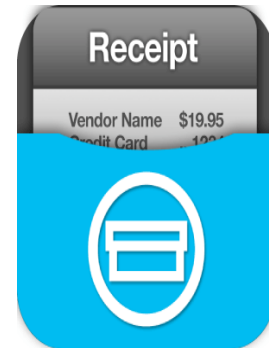
- Emory Customization were made to the PeopleSoft 9.0 Expense Report Accounting summary and show the Expense line items along with the accounting information.
- There are multiple customizations to the Expense Report Entry screen that have been added and do not exist in 9.2 Expenses. These customizations include the Begin/End Dates, ID Type and the Corporate Card holder message at the top of the Expense sheet.

## Key Information Requested

- Program or Event chartfields,
- Sheet Header information that could be used to help identify the trip being reviewed.
- Begin/End date fields are currently stored in custom fields that are entered by the submitter of the Expense report. This can lead to incorrect keying and there is also existing code within the Expense Report Entry screen that is checking the Transaction dates against the Being/End Date, which is unnecessarily causing errors to occur.

# Expense Report Summary - Recommendation

- Develop a new Expense Report Summary page that will incorporate all of the customized data points that have been added to the Expense Entry screen as well as show the accounting detail for the expense transactions on the Expense Report.
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- Develop a new XML Publisher (XMLP) report based on the existing 'Print Report with Barcode' and add all of the accounting data. The full string of chartfields should be shown along with the Expense Type, Merchant, Amount, Transaction Date and additional comments made at the expense line level.



## Additional Approved Business Cases – Expenses

- Overview and Recommendations are available for review.
- Check the website:  
[upgrade.compass.emory.edu](http://upgrade.compass.emory.edu)

Expense Business Cases
Employee Load and Validation
Corporate Card Load
Year End Processing

# Thank you for attending this Compass Outreach Session!

Check the [website](#) for information on future Compass Outreach Sessions

 [upgrade.compass.emory.edu](http://upgrade.compass.emory.edu)



# Compass Update



Questions



Jay Flanagan  
Manager, Enterprise Email & Messaging  
**Messaging Team Update**

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# 365 Updates

- New VDT for EHC on target for completion by Sept. 1, 2015
- Moves to begin towards the end of September
  - EHC, SOM, SON, Yerkes and any stragglers that somehow got missed
- Archive Moves Completed
  - Global archiving end of calendar year or early next year

# LDS

- LDS now in production
- We are ready to work with you to move your application
- Contact [LDS-Migration@emory.edu](mailto:LDS-Migration@emory.edu)
- 9 have completed the move to LDS Prod, 53 are in progress and 8 have not started
- <https://wiki.service.emory.edu/pages/viewpage.action?pageId=90937569>
- We have been reaching out to those groups who have not started their moves
- Complete all moves by Sept. 1, 2015

# PW Expiration / Reset

- Required expiration coming this fall
- Ongoing password reset every 365 days
- PCI users every 90 days
- No exceptions
- Communication ongoing
- Spread Sheet and General Data on Wiki
  - <https://wiki.service.emory.edu/display/infrastructure/Active+Directory+--+Password+Change+Statistics>

# CLUTTER

- Do you have lots of unread email in your mailbox? Messages that you like or need to get, but don't necessarily need or have time to read? If you are like me, you have a lot of these types of messages. To help with these types of messages, Microsoft is introducing a new service in Office 365 on or about June 15<sup>th</sup> called CLUTTER.
- Clutter is similar to how Outlook/Hotmail and Gmail create focused / primary Inboxes - and moves other less important email to a secondary folder/view. It lets you prioritize your focus on the more important emails.
- What is Clutter: [https://emory.service-now.com/ess/kb\\_view.do?sysparm\\_article=KB04915](https://emory.service-now.com/ess/kb_view.do?sysparm_article=KB04915)
- How to enable/disable clutter: [https://emory.service-now.com/ess/kb\\_view.do?sysparm\\_article=KB04917](https://emory.service-now.com/ess/kb_view.do?sysparm_article=KB04917)





"Do it. Reply all."

# Questions?



# Thank you for coming!

*Thank  
You*