Financial Management Using Compass: Healthcare Expenses and Reporting

Participant Guide

DIVISION OF
FINANCE

Integrity, Competence, Teamwork

Compass Financials Training
Financial Management Using Compass:
Healthcare Expenses and Reporting

This course provides practical knowledge of how to use the Compass financial management system to create Expense Reports for yourself as well as other Emory employees. The course also explains how to run and use the HC_ALLTRANS query.

Course Objectives

By the end of the course, you will be able to

- Enter and submit an Expense Report in Compass

- Set up a proxy

- Enter an Expense Report as a proxy

- Add multiple expense lines

- Copy Expense Report lines

- Split a receipt on an Expense Report

- Modify a denied Expense Report

- Run the HC_ALLTRANS query

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Lesson 1: Expense Report Basics

This lesson includes the following topics:

- Adding a New Expense Report

- Completing the General Information Section

- Selecting Account Defaults

- Manually Adding an Expense Item

- Completing the Expense Report

- Correcting Errors

During this lesson, we will walk through the steps for entering an Expense Report in Compass.

For this activity, you will create an Expense Report for a conference in Miami.

Adding a New Expense Report

From the Compass main menu, use the following navigation path:

Employee Self-Service > Travel and Expense Center > Create (in the Expense Report section)

1. On the Add a New Value page, validate your **User ID**.

2. Click **Add**.

   The Expense Report Entry page displays.

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Notes	## Completing the General Information Section

This section provides general information about the expenses on this report.

The *General Information* fields you complete may vary based on the business purpose for the Expense Report.

1. Enter **Miami trip** in the Description field.

2. Select **Travel – Conference/Seminar** from the Business Purpose drop-down list.

3. Enter **MIA** in the Destination field.

4. Enter **Miami conference** in the Comment field.

5. Enter **last Monday's date** in the Begin Date field.

6. Enter **last Wednesday's date** in the End Date field.

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Notes	## Selecting Accounting Defaults

Expense items are charged to the department shown on the Accounting Defaults page. To save data entry time, you can enter a SmartKey and it will default to each page on the Expense Report.

1. Click the **Accounting Defaults** link.

   The Accounting Defaults page displays. The Dept field defaults based on your HR information.

   Emory Healthcare is not using the SmartKey field; however, this is a required field for each line of the Expense Report.

2. Enter your **Department number** in the SmartKey field.

3. Click the **Look Up** button.

   The SmartKey for your department displays.

4. Click the link for the **SmartKey** for your department.

   If you know the SmartKey for your department, you can enter directly into the SmartKey field instead of looking up the number.

   The selected SmartKey displays on the Accounting Defaults page.

5. Click **OK**.

   The SmartKey value you entered in <u>NOT</u> saved for future Expense Reports.

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Notes	## Manually Adding an Expense Item

This topic explains how to manually enter expenses on the Expense Report.

1. Select **Travel-Conference** from the Expense Type drop-down list.

2. Enter **last Monday's date** in the Expense Date field.

3. Enter **200.00** in the Amount Spent field.

   Personal Funds displays in the Payment Type field.

4. Click the **Detail** link.

   The Expense Detail page displays.

5. Enter **Conference Registration** in the Description field.

   The required information on the Details page varies based on the type of expense you are entering.

6. Click the **Accounting Detail** link.

   Review the values on the Accounting Detail page and edit if necessary. Notice the SmartKey defaulted to the value you entered earlier on the Accounting Defaults page.

   IMPORTANT: If you change the Account number, be sure to select an Account in the 50000 or 60000 range.

7. Click **OK**.

8. Click the **Return to Expense Report** link.

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Notes	## Completing the Expense Report

In order to complete the Expense Report, you must indicate whether the expenses are being paid to a foreign national and you must check the report for errors.

1. Click the **No** option for the foreign national question.

   If you select **Yes**, a Web page displays with information about payments to foreign nationals. Read the information, and then click **Close**. You must then answer two additional questions – whether the activity took place outside the U.S. and whether the payment should be "grossed up" if taxable.

2. Click the **Check for Errors** button.

   If errors exist, you must correct them before submitting the Expense Report.

Notes	## Submitting the Expense Report

Prior to submitting the Expense Report, you must save it. After submitting, print a copy of the Expense Report.

1. Click the **Save for Later** button.

   After you save the Expense Report, the Submit button displays.

2. Click the **Submit** button.

   The Expense Report is submitted.

3. Click the **Print with barcode** link.

   Print a copy of the report to send to Accounts Payable along with your receipts.

   Also print the Accounting Detail page for each line on the Expense Report to include as supporting documentation. Have your manager approve the Expense Report before sending it to Accounts Payable.

   If you cannot print from the Virtual Desktop due to pop-up blocker issues, go into Internet Explorer to access Compass and print the report.

4. Click the **Close** button.

Splitting an Expense Report between the University and Healthcare

If you have an Expense Report that should be split between Emory University and Emory Healthcare:

- Create two separate Expense Reports (preferred method)

- Create one Expense Report on the University side, and then create a journal entry to move the appropriate charges to Healthcare. In order to create the JE, you must know the SmartKey and Account to charge.

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Correcting Errors

The Check for Errors button validates the data on the Expense Report. A red flag displays next to any expense lines with missing or invalid information.

1. Click the **Check for Errors** button.

2. If errors exist, click the red flag to view an explanation of the problem.

3. Take the necessary action to correct the error.

4. Click the **Check for Errors** button again to make sure all errors are corrected.

| Notes | ## Lesson 1 Exercises |

Lesson 1 Exercises

Use the Compass Reference Guide as needed to complete the tasks listed below.

1. Create an Expense Report for the following expenses:

    a. Business miles driven – 425

    b. Supplies purchased – $75.62

    Save the Expense Report, but do <u>not</u> submit it.

2. Create an error on the Expense Report you entered. For example, remove the description from the Detail page for Supplies.

    Check for errors and make the correction. Then complete the Expense Report and submit it.

3. Answer the following questions about the Expense Report you just submitted.

    What is the total amount of the Expense Report?

    _____

    What did you enter in the Destination field in the General Information section?

    _____

    What visual clue did you see to indicate the Expense Report had a error?

    _____

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Lesson 2: Expense Reports for Others

This lesson includes the following topics:

- Authorizing a Proxy

- Entering an Expense Report as a Proxy

Authorizing a Proxy

Only an employee has access to his or her Expense Reports in Compass. If needed, the employee can grant access to a proxy, who is given the authority to enter expense data on behalf of the employee.

Activity: Authorize a Proxy

For this activity, you will authorize another member of the class as your proxy. Before completing the steps below, find out the User ID for the person who will be your proxy.

From the Compass main menu, use the following navigation path:

Employee Self-Service > Travel and Expenses > User Preferences > Delegate Entry Authority

1. Click the **plus** button.

2. Enter the proxy's **Compass User ID** in the Authorize User ID field.

3. Click the **Tab** button on your keyboard.

   The Authorize Users page displays with the proxy's name populated.

4. Click **Save**.

5. Click **OK**.

Entering Expenses as a Proxy

For this topic, we will walk through the steps for adding an Expense Report in Compass as a proxy.

Activity: Entering an Expense Report as a Proxy

For this activity, you will create an Expense Report for the class member who assigned you as his or her proxy.

From the Compass main menu, use the following navigation path:

Employee Self-Service > Travel and Expense Center > Create (in the Expense Report section)

1. Click the magnifying glass next to the **EmplID** field.

    A list of employees displays.

2. Click the link for the employee whose expenses you are adding.

    Log a ticket in Compass if you don't have a link for an employee who set you up as his or her proxy. There may be an issue with an HR record being set to inactive, such as an employee who has returned from a leave of absence.

3. Click **Add**.

    The Expense Report Entry page displays.

4. Complete the Expense Report and submit it.

    As a proxy, once you add an Expense Report, you complete it the same way you would complete your own Expense Report.

Notes	# Lesson 3: Additional Expense Report Tasks

This lesson includes the following topics:

- Adding Multiple Expense Lines

- Copying Expense Report Lines

- Splitting Receipts

Adding Multiple Expense Lines

The Compass system allows you to select multiple expense types to add to an Expense Report. You then enter the remaining information pertaining to each item.

Follow along as your instructor demonstrates how to add multiple expense lines using the following steps.

- Click the drop-down arrow to the right of the **New Expense** field and select **Multiple Expenses**.

- Click **Add**.

- Enter the **Date Range** for the expenses you are adding.

- For each expense type to be included on the Expense Report, click the check box for either **All Days** or **One Day**.

- Click **Continue**.

- Complete the remaining fields (Amount Spent and Details page) for each expense line.

Notes	## Copying Expense Report Lines

The Compass system allows you to copy one or more selected expense lines for a single day or a range of dates.

Follow along as your instructor demonstrates how to copy an expense report line using the following steps.

- Add an expense line to the Expense Report.

- Click the **Select** check box to the left of the expense line you want to copy

- Click the **Copy Selected** button.

- Select either the **Copy to One Date** or the **Copy to Range of Dates** radio button.

- Enter a date or a range of dates.

- Click **OK**.

- Edit any information that is different for the copied expense line.

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Splitting Receipts

The Compass system allows you to divide a receipt into multiple expense lines. If you have a receipt for several purchases, you can split out the individual purchases in order to charge each to the appropriate expense account.

Follow along as your instructor demonstrates how to split a receipt using the following steps.

- Add the first expense type from the receipt. (Be sure to enter the total amount of the receipt in the **Amount Spent** field.)

- Click the **Detail** link.

- Enter a **Description** and any other required fields for the expense type, including the fields on the Accounting Detail page.

- Click the **Receipt Split** link.

- In the **Split With Another Expense** section, select the next expense type on the receipt from the **Expense Type** drop-down list.

- Click the **Split** button.

- Enter the amount for this expense type into the **Amount Spent** field in the **Expense Information** section.

- Enter a **Description** and any other required fields for the expense type, including the fields on the Accounting Detail page.

- Click the **Update** button.

 To view the expense information for another expense type, use the links in the **Current Expenses on Receipt** section.

- When you are finished splitting the receipt, click the **Done** button.

- Click the **Return to Expense Report** link.

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Lesson 3 Exercise

Use the Compass Reference Guide as needed to complete the tasks listed below.

1. Create an Expense Report for training expenses. The training was held in Savannah (SAV) from the 15th until the 18th of last month.

2. Enter a SmartKey for your department on the Accounting Defaults page.

3. Use the Multiple Expense Lines functionality to enter your expenses for a rental car ($450) and parking for the rental car ($14.50 per day).

4. Enter an expense line for the 15th of last month for gas for the rental car ($28.85). Use the Copy Expense Lines functionality to enter the gas for the 18th of last month ($25.15).

5. Use the Receipt Splitting function to split a $300 receipt between the registration fee ($250) and an additional book ($50) purchased at the time of registration.

6. Answer the Foreign Nationals question, and then check your Expense Report for errors. Correct any errors you find.

7. Save and submit the Expense Report.

8. Write down the Report ID for use in another exercise.

What is the total amount of your Expense Report?

_____

Notes	# Lesson 4: Expense Report Modifications
	This lesson includes the following topic:
	▪ Modifying an Expense Report
	## Modifying an Expense Report
	Follow along as your instructor demonstrates how to modify an Expense Report using the following steps.
	Navigation path: Employee Self-Service > Travel and Expense Center > Modify (in the Expense Report section)
	Enter the **Report ID**. (Use the ID for the report you created in the Lesson 3 Exercise.)
	You can search by other criteria if you don't know the Report ID.
	1. Click **Search**.
	2. Change the amount of the gas expense for 8/18 to $35.15.
	3. Click the **Check for Errors** button.
	4. Save, print, and submit the Expense Report.

Notes	# Lesson 5: The HC_ALLTRANS Query

This lesson includes the following topic:

- Running the HC_ALLTRANS Query

- Sending the HC_ALLTRANS Query to an Excel Spreadsheet

- Making a Favorite of the HC_ALLTRANS Query

Running the HC_ALLTRANS Query

For this topic, we will walk through the steps for running the HC_ALLTRANS query. Our goal is to produce a query for the expenses for your department.

Activity: Running the HC_ALLTRANS Query

For this activity, you will generate the HC_ALLTRANS query for your department.

From the Compass main menu, use the following navigation path: Reporting Tools > Query > Query Viewer

1. Enter **HC_ALLTRANS** in the empty field next to **Begins with**.

2. Click **Search**.

   Notice the variety of queries available.

3. Reference the row for the HC_ALLTRANS_BY_DEPT_ACCT query.

4. Select the **HTML** link in the Run to HTML column.

   A list of parameters displays.

5. In the **Business Unit** field, enter the one for your work area.

6. Enter your specific **Department #**.

Notes	Running the ALLTRANS Query (continued)

7. Let's run a query for expenses:

    a. From Account: Enter **52107**

    b. To Account: Enter **58382**

8. Let's run a query for expenses:

    a. From Date: Enter **090109**

    b. To Date: Enter **022810**

9. Click **View Results**.

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Notes	## Sending the HC_ALLTRANS Query to an Excel Spreadsheet

Typically the HC_ALLTRANS query is simply run as an online tool. If you need to save the information or perform further analytical analysis on the data, it is recommended that the information by imported into an Excel file. The Compass system has a utility that automatically formats a spreadsheet and ports the data from the query on to the spreadsheet. We will practice that skill in this activity.

Activity: Run the HC_ALLTRANS Query to an Excel Spreadsheet

From the Compass main menu, use the following navigation path: Reporting Tools > Query > Query Viewer

1. Enter **HC_ALLTRANS** in the empty field next to **Begins with**.

2. Click **Search**.

   Notice the variety of queries available.

3. Reference the row for the HC_ALLTRANS_BY_DEPT_ACCT query.

4. Select the **Excel** link in the Run to Excel column.

   A list of parameters displays.

5. In the Business Unit field, enter the one for your work area.

6. Enter your specific **Department #**.

7. Let's run a query for expenses:

   a. From Account: Enter **52107**

   b. To Account: Enter **58382**

8. Let's run a query for expenses:

   a. From Date: Enter **090109**

   b. To Date: Enter **022810**

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Sending ALLTRANS to Excel (continued)

9. Click **View Results**.

   Notice that the Excel program automatically opens and formats the data.

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Notes	# Making a Favorite of the HC_ALLTRANS Query

Navigating in the Compass system can sometimes be a cumbersome process. To minimize the navigation process, you can both bookmark a page and create a personalized list of frequently used queries. In this activity, we will do both.

Activity – Part 1: Making a Favorite of the Query page

For this activity, you will bookmark the Query page.

From the Compass main menu, use the following navigation path: Reporting Tools > Query > Query Viewer

1. In the upper right hand corner of the toolbar, click the Add to Favorite link.

2. Accept the defaulted page name or, if desired, change the description for your favorite.

3. Click the **OK** button.

4. To verify that the page was bookmarked, click **Home** in the upper right hand toolbar.

5. Navigate to **My Favorites**.

6. Verify that the link Query Viewer (or the custom name just created) is in the list.

Notes	Activity – Part 2: Making a Personalized List of Favorite Queries

For this activity, you will create a list of favorite or frequently used queries.

From the Compass main menu, use the following navigation path: Reporting Tools > Query > Query Viewer

OR

My Favorites > Query Viewer

1. Enter **HC_ALLTRANS_BY_DEPT_ACCT** in the empty field next to **Begins with**.

2. Click **Search**.

3. Click the **Favorite** link in the Add to Favorite column.

4. Verify the **HC_ALLTRANS_BY_DEPT_ACCT** is listed in the My Favorite Queries grid.

To verify that the query has been marked as a favorite:

5. Click the **Home** link in the upper right hand toolbar.

6. Use the following navigation path: Reporting Tools > Query > Query Viewer (or use the favorite you created: My Favorites > Query Viewer)

7. Verify the **HC_ALLTRANS_BY_DEPT_ACCT** is listed in the My Favorite Queries grid.