SYSTEM UPGRADE

EMORY EXPRESS

GO LIVE | NOVEMBER 14 2016

This required course is for Approvers Only.

Your eLearning course in preparation for the Emory Express Upgrade is required for Emory Express approvers. Please complete all lesson chapters for upgrade changes.

**eLearning Course Title:** What's New in Emory Express for Approvers?

### 5 Lesson Chapters
- Requisition Accounting Code Edits
- Check Request Approvals
- Access and Workflow Requests
- Purchase Order Close Requests
- Status of Emory Express Forms

### 5 Key Changes to Emory Express

- ✔ Account Code edit capabilities on orders pending your approval
- ✔ New approval process for Check Requests
- ✔ Additional approval path to separate grant from non-grant funds
- ✔ Online Access and Workflow Requests with electronic approval routing
- ✔ Online process to request Purchase Order closings with electronic approval routing

**Recommendation:** Complete the Emory Express Upgrade eLearning course in mid-to-late October, so the information can be easily recalled at Go Live, November 14, 2016. eLearning Enrollment will be available in the Emory Learning Management System (ELMS) in late September 2016.

**Reminder:** Emory Express users must complete the Institutional Data Management course in ELMS before October 31, 2016. **ENROLL NOW.**

For more information, contact: compassupgrade@emory.edu