

SPECIAL
DATES OF
INTEREST:

- 1/13
TRAX Executive
Training
- 1/14-1/21
TRAX Training
(Courses 1-6)
- 2/4—2/11
TRAX Training
(Courses 1-6)
- 2/24
TRAX Executive
Training

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MONTHLY NEWSLETTER

JANUARY, 2010

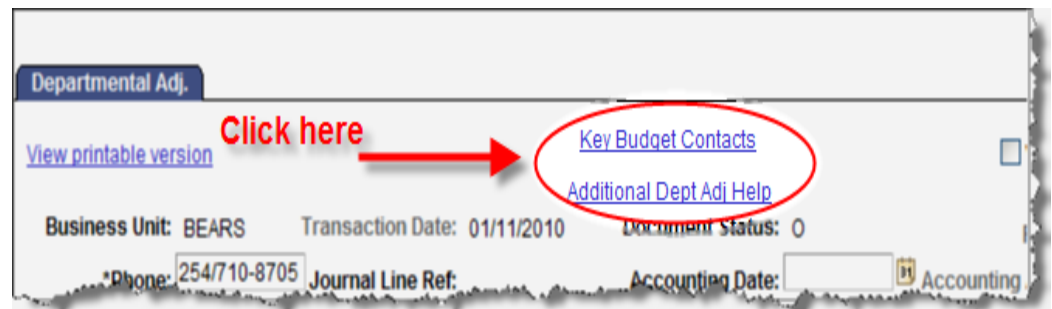
Question of the Month: How Do I Cancel A Voucher?

Q: How do I cancel a voucher?

A: Voucher cancellation requests should be sent to:
Accounts_Payable@baylor.edu. Please include the voucher number, vendor name, and amount of the voucher. This information will allow the AP department to be certain they are cancelling the correct voucher.

Departmental Adjustment Links

Not sure who to contact for a particular department? Have DA questions or need examples? The links on the top of the DA screen are there to help you! The **Key Budget Contacts** link will show you a list of the appropriate budget contacts for various departments/divisions throughout the university. The **Additional Dept Adj Help** link will take you to a document that contains the 2 most common DA scenarios (paying another department and "recodes"), as well as other policy considerations and tips on how to get your DA processed quickly.



TRAX (PeopleSoft) Monthly Newsletter

Need Help?

TRAX Hotline
710.8704

www.baylor.edu/traxhelp

trax@baylor.edu

Questions
Self-Service Help ▶▶▶
Answers

New VPN Access

ITS is requesting that all faculty and staff clients who use VPN to move to a new web interface for accessing it, rather than through the application you may have been using. The new interface will provide a secure connection to a new server with improved reliability and speed.

Detailed instructions for faculty/staff can be found at:
<http://www.baylor.edu/its/vpn>

To connect again in the future, type: <http://babel.baylor.edu> in your web browser address line and login.

Please contact the Help Desk if you have any questions and need assistance at 254.710.4357.

TRAXHelp

Not sure who to contact about a particular charge that shows up on your Detail Report? The [TRAXHelp](http://www.baylor.edu/traxhelp) website has a listing, organized by code, of individuals to contact about those charges. This list can be found by visiting www.baylor.edu/traxhelp > *Documentation* > *Who To Contact*. You can also access the list directly by clicking [here](#).

Additionally, you can contact the TRAX hotline at x8704. The TRAX hotline is available Monday through Friday, 8-5.

TRAX Security Requests

If you have security requests for TRAX or need additional department security authorizations, please direct those requests to TRAX@baylor.edu or to Amy_E_Alexander@baylor.edu. Please be aware that, for audit purposes, written documentation is required for all security changes.

New Users

If you know someone who needs to obtain a TRAX (PeopleSoft) user ID, please have them go to the [Getting Started](#) link on the [TRAXHelp](http://www.baylor.edu/traxhelp) website and follow the instructions there.

TRAX Training

TRAX training classes are scheduled through the end of February. A list of [TRAX classes](#) is now available on the [TRAXHelp](http://www.baylor.edu/traxhelp) website. Additional Spring semester classes will be forthcoming. To sign up for training, please visit the [Professional Development Seminar Online Registration](#) page. If you have difficulty signing up for TRAX training, contact TRAX@baylor.edu.