

SPECIAL DATES OF INTEREST:

- 9/13—9/16
TRAX Training (Courses 1-6)
- 9/29
TRAX Executive Training
- 10/11—10/14
TRAX Training (Courses 1-6)
- 11/3
TRAX Executive Training

TRAX (PeopleSoft Financials)

Spotlight on Scanned Images

The scanning of backup data is vital in today’s technological era. Backup data that is relevant to a voucher is scanned and attached to the voucher. The following tips can help us achieve high quality images.

- Securely tape receipts to white paper; color paper does not scan well. If the receipt is long, please tape on all four sides. Staples should be avoided since they must be removed before scanning.
- If you are recycling paper that has unrelated printing on the back, please draw an “X” through it so it is apparent that the page is not part of the backup and should not be scanned.
- Ensure that personal information, such as social security numbers or credit card numbers, are blacked out to protect the individual’s identity.
- Do not use highlighters. Highlighted items appear as a black mark on the page and may prevent that data from being visible in a scanned image.
- Circle items on invoices or other backup which need to be brought to AP’s attention.
- When printing a document that is double sided and in landscape format, make sure the data is printed in the same direction, as if you were to turn the pages of a book.

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Expense Report Changes

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Expense Report Changes

The addition of the grants module requires some changes in the way Expense Reports load. If the charge is to a grant, both the project number and department number should be provided on the Expense Report to ensure the expense is charged properly and that corrections will not have to be made.

At the bottom of the Expense Report, you will see the question, “Does this Expense need to be tracked by program code or Project?” Always select “Project” from the dropdown menu (when charging to a grant fund) and enter the correct account, department ID, and Project in the appropriate section below.

Did you receive a fee, honorarium or expense reimbursement from other than Baylor?		Entertainment totals: Page 1 & 2		
No		If "Yes" list amount of Honorarium, fee, or reimbursement		
Total Expenses Incurred		Page1	Page2	\$ -
Does this Expense need to be tracked by program code or Project?		Project	Approved Maximum Cost for Trip	\$ -
Expense allocation section (Enter the account, department and amount of allocation.)		Reimbursement to be paid to traveler		\$ -
Allocation	Notes			\$ -
	Account1	Department1	Project1	
	Account2	Department2	Project2	
	Account3	Department3	Project3	
	Account4	Department4	Project4	

Other helpful tips:

- Be sure you are using the latest version of the Expense Report, which can be found [here](#).
- Always enable macros.

TRAX
(PeopleSoft)
Monthly
Newsletter

Who To Contact?

Not sure who to contact about a particular charge that shows up on your Detail Report? The [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](#).

Need Help with TRAX?

Need technical assistance? Forgot your password? Don't forget the TRAX hotline is available Monday through Friday, 8-5. Simply dial **x8704**, select the appropriate option, and you'll be connected with the right department.

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](mailto: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](#) website and follow the instructions there.

TRAX Training

TRAX training classes are scheduled through the end of October. A list of [TRAX classes](#) is now available on the [TRAXHelp](#) website. To sign up for training, please visit the [Training and Development Seminar Online Registration](#) page. If you have difficulty signing up for TRAX training, contact TRAX@baylor.edu.

Need Help?

TRAX Hotline
710.8704

www.baylor.edu/traxhelp

trax@baylor.edu

Questions
Answers
Self-Service Help ▶▶▶