



## Get into TRAX?

### Log in to TRAX? (PeopleSoft)

- Open Internet Explorer
- Go To <http://www.baylor.edu/trax>
- Enter *User ID*
- Enter *Password*
- Click *Sign In*

### Change my Password?

- Log in to TRAX
- Click *Change My Password*
- Enter *Current Password*
- Enter *New Password*
- Enter *Confirm Password*
- Click *Change Password*

## Find Budget Information?

### Review Budget information on-line with the Department Budget Summary?

- *Budget*
  - *Online Inquiry*
    - *Department Budget Summary*
- Enter *Department ID*
- Enter *Budget Period*
- Click *Search*
- Review Budget information
- (Optional) Click *Print Report* to see the same information in a report format and send to your printer

### View the totals for account appropriations?

- Open the Department Budget Summary
- Click the 9XXX subtotals tab
- Review budget information

### See detail transactions for a department and account?

- Open the Department Budget Summary
  - Click on the *Budget* column for detail budget transactions
  - Click on the *Requisition* column for detail *Pre-encumbrance* transactions
  - Click on the *Purchase Order* column for detail *Encumbrance* transactions
  - Click on the *Actuals* column for detail *Expended Transactions (Journal Vouchers and Accounts Payable Vouchers)*

### Create a report request?

- *Budgets*
  - *Add/Update report Request*
- Click *Add New Value*
- Enter the *Request ID*
- Click *Add*
- Enter a *Department ID*
- (Optional) Click *Add New Row* to enter additional Departments
- Click *Save*

### Print a report of my budget data?

- Create a report request with the departments you want to see on the report
- *Budget*
  - *Budget Reports*
    - *Detail Budget Report*
- Enter the *Run Control ID: Detail\_Report*
- Click *Search*
  - If nothing comes up, click *Add a New Value*, enter **Detail\_Report** as the *Run Control ID* and click *Add*
- Enter/Verify the following fields:
  - *Business Unit*
  - *Request ID*
  - *Begin Date*
  - *End Date*
- Click *Save*
- Click *Run*
- Select **PSNT** as the *Server Name* on the *Process Scheduler Request* panel
- Select **Window** as the *Type*
- Click *OK*
- Click *Print* on the Adobe print preview to send the report to the printer

### View several departments as one combined total?

- Create a report request with the departments you wish to combine
- *Budgets*
  - *Online Inquiry*
    - *Combined Department By Account*
- Review Budget information



## Process Vouchers?

### Add a Voucher?

- *Voucher*
  - *Add/Update Vouchers*
- Find the vendor
  - Click *Look up Vendor ID*  
(The Magnifying glass beside *Vendor ID*)
  - Enter a partial *Vendor Name*
  - Click *Look Up*
  - Select the Vendor
  - If no vendor is found, click *Cancel* and enter **09999** as the *Vendor ID*
- Enter Invoice Information
  - Enter *Invoice Number*
  - Enter *Invoice Date*
  - Enter *Invoice Amount*
- Click *Add*
- Enter Voucher Comments
  - Click *Comments*
  - Enter *Comments*
  - Click *OK*
- Enter Invoice Lines
  - Enter *Description*
  - Enter *Account*
  - Enter *Department ID*
- Click *Save*
- Budget Check Voucher
  - Select *Budget Check* from the *Action* drop down list
  - Look for **Run Status: Success** on the *Report* window
  - Close the *Report* window
  - Click the *Refresh* button beside *Action: Budget Checking*
  - Verify the Voucher Passed budget check by looking at the *Budget Check Status* below the *Action Field*
- Print the Voucher
  - Click *View Printable Version*
  - Review the Adobe print preview for Accuracy
  - Click *Print*
  - Close the Adobe print preview window
- Approve the Voucher
  - Send signed documentation to Accounts Payable. Include the Voucher Number, Department and Account

### Update a Voucher?

- *Voucher*
  - *Add/Update Vouchers*
    - Click *Find an Existing Value*
  - Enter *Voucher ID* and click *Search*
  - OR Enter *Invoice Number* and click *Search*
  - If more than one voucher fits the search criteria, click on the appropriate *Voucher ID*
  - Click *View All* on the *Invoice Lines* "Grid"

### Correct a Voucher's Budget Checking Problem?

- Open the Voucher
- Select *Budget Exception* from the *Go To:* drop down list on the *Invoice Information* tab
- Click *Run*
- Click *Go To Transaction Exceptions*
- Review the *Exception* column on the *Voucher Exceptions* Tab
  - Change the Department or Account on the Requisitions
  - OR Send a *Budget Change Request* form to the *Budget Office*
- Close the window

### Track a Voucher through the system?

- *Voucher*
  - *Voucher Inquiries*
    - *Voucher Document Status*
  - Enter *Voucher ID* and click *Search*
  - OR Enter *Invoice Number* and click *Search*
  - If more than one voucher fits the search criteria, click on the appropriate *Voucher ID*
  - Review the following information:
    - Requisition
    - Purchase Order
    - Payment



## Process Requisitions?

### Add a Requisition?

- Seek competitive bids
- *Requisition*
  - *Add/Update Requisitions*
- Click *Add*
- Requisition Header
  - Enter *Origin*
- Requisition Lines
  - Enter *Description*
  - Enter *UOM*
  - Enter *Price*
  - Enter *Account*
  - Verify / Change *Department ID*
  - Enter *Ship To*: address
  - Enter *Due Date*
  - Enter *Vendor ID*
    - Click *Look Up Vendor* (magnifying glass)
    - Enter the first few letters of the *Short Vendor Name*
    - Click *Look Up*
    - Click on the appropriate vendor
    - If no vendor is found, click *Cancel* and enter **09999** as the *Vendor ID*
- Enter Comments
  - Click *Add Comments*
  - Enter the *Justification* in the *Comments* field
  - (Optional) Click *Copy Standard Comments* to add a *Standard* Comment
  - Click *OK*
- Budget Check the Requisition
  - Click *Budget Check*
  - After the panel is refreshed, review the *Budget Checking Status*
- Print the Requisition
  - Click *View Printable Requisition*
  - Review the print preview for Accuracy
  - Click *Print*
  - Close the Adobe print preview window
- (Optional) E-mail approver
  - Click *Look up Approver* (the magnifying glass beside the *Approver Name*)
  - Select the *Approver* from the list
  - Click *Send Mail*
  - Click *OK*
  - **Important:** Click *Save*

### Update a Requisition?

- *Requisition*
  - *Add/Update Requisitions*
    - Click *Find an Existing Value*
- Enter *Requisition ID* and click *Search*
- OR Enter *Requester Name* and click *Search*
- Select the appropriate Requisition`

### Correct a Requisition's Budget Checking Problem?

- Open the Requisition
- Click *Error* beside the *Budget Status*
- Review the *Exception* column on the *Requisition Exceptions* Tab
  - Change the Department or Account on the Requisitions
  - OR Send a *Budget Change Request* form to the *Budget Office*
- Close the window

### Approve a Requisition?

- *Requisition*
  - *Requisition Approval*
- Enter *Requisition ID*
- Click *Search*
- Verify Approval Action is **Approve**
- Click *Save*
- Verify *Approval Status* is **Complete**

### Approve a Requisition from an e-mail?

- Click link in E-mail
- Log in to TRAX
- Click *View Printable Requisition* (Review for Accuracy)
- Close the Adobe print preview window
- Verify Approval Action is **Approve**
- Click *Save*
- Verify *Approval Status* is **Complete**

### Track a Requisition through the system?

- *Requisition*
  - *Requisition Inquiries*
    - *Requisition Document Status*
- Enter *Requisition ID* and click *Search*
- OR Enter *Requester Name* and click *Search*
- If more than one Requisition fits the search criteria, click on the appropriate *Requisition ID*
- Review the following information:
  - Purchase Order
  - Voucher
  - Payment

### Track a Purchase Order through the system?

- *Requisition*
  - *Requisition Inquiries*
    - *PO Document Status*
- Enter *PO Number* and click *Search*
- If more than one PO fits the search criteria, click on the appropriate *PO Number*
- Review the following information:
  - Requisition
  - Voucher
  - Payment



## Process Department Receipts?

### Add Department Deposit Receipt?

- Gifts must be routed through the Gift Accounting Office
- Make deposits in a timely manner
- Prepare Cash and Checks
  - Count Cash (Count and Roll)
  - Process Checks (Create Tape and Endorse)
- Prepare Credit Card information
  - Do not leave information unsecured or stored in an electronic format)
  - Handwritten information must be legible and shredded when no longer needed.
- Enter a Department Receipt on TRAX
  - *Departmental Receipts*
    - *Departmental Receipts*
- Verify the *Deposit Department ID*
- Click *Add*
- Receipt Header
  - Verify *Phone*
- Deposit Summary
  - Enter *Description*
  - Enter *Received From*
  - Enter *Cash*
  - Enter *Check*
  - Enter *Credit Card*
- Enter *Comments* (Optional)
- Item Detail
  - Verify / Change *Department*
  - Enter *Account*
  - Enter *Description*
  - To apply sales tax, click the checkbox beside *Check if the amount is taxable*
  - Enter *Amount*
  - Click *Add a New Row* (the plus sign on the right hand side of the screen)
  - Repeat adding Item Detail

- Click *Save*
- Print Departmental Deposit Receipt
  - Click *View Printable Version*
  - Review the Adobe print preview for Accuracy
  - Click *Print*
  - Print a copy for the Cashier's Office
  - (Optional) Print a copy for the Department to keep
  - Close the Adobe print preview window
- Send Deposit to Cashier's Office
  - Include:
    - Cash (Roll coins when appropriate)
    - Endorsed Checks
    - Credit Card information
    - Tape with check detail for the bank
    - Copy of Department Receipt for Cashier's Office.
    - Copy of Department Receipt to be marked "Received"
  - Hand-deliver deposits to tellers in Cashier's Office in Robinson Tower
  - OR deliver deposits to Drive-Through window in Robinson Tower

### Update a Deposit Receipt?

- *Departmental Receipts*
  - *Departmental Receipts*
    - Click *Find an Existing Value*
- Enter *Transaction ID* and click *Search*
- OR Enter *Transaction Date* and click *Search*
- OR Enter *Department Deposit ID* and click *Search*
- Make changes, if appropriate

- Click *Save*

### Void (Delete) a Deposit Receipt?

- Open the Deposit Receipt using the steps above
- Click the checkbox beside *Void*
- Click *Save*



## Process Departmental Adjustment Requests?

Type of Account	Number	Action	Income / Expense	Credit / Debit	\$\$
Revenue	5XXX	Increase	Record Income	Credit	Gets the Money
Revenue	5XXX	Decrease	Record Expense	Debit	Loses the money
Expense	9XXX	Increase	Record Expense	Debit	Loses the money
Expense	9XXX	Decrease	Record Income	Credit	Gets the Money

### Add a Departmental Adjustment Request?

- Collect charges until total is more than \$50
- Check department budget(s)
- Create Documentation of business purpose
- Accounting
  - Departmental Adjustment
- Click Add
- Adjustment Request Header
  - Verify Phone
- Enter User Description
- Enter Line Details
- Click Add a New Row (the plus sign on the right hand side of the screen)
- Click Save
- Email Line (Optional)
  - Click Look Up Email (the magnifying glass beside Email)
  - Enter the Last Name of the person who should receive the email
  - Click Look Up
  - Select the appropriate Email
  - Click Email

- Line Approval (Optional)
  - User will only be able to approve lines if they have appropriate security access
  - Set the Approval Status for the line(s) to **Approved.**
  - Click Save
- Print Departmental Deposit Receipt
  - Click View Printable Version
  - Click Print
- Send Request to Controller's Office
  - Include documentation




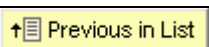





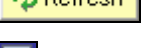





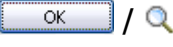

### Update a Departmental Adjustment Request?

- Accounting
  - Departmental Adjustment
    - Click Find an Existing Value
- Enter Transaction ID and click Search
- OR Enter Transaction Date and click Search
- Make changes, if appropriate
- Click Save

### Void (Delete) a Departmental Adjustment Request?






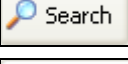






- Open the Request using the steps above
- Click the checkbox beside Void
- Click Save

## PeopleSoft 8.8 Short Cut Keys:

<u>Icon</u>	<u>Keys</u>	<u>Description</u>
	Alt + 1	<ul style="list-style-type: none"> <li>Save / OK (Secondary Page)</li> <li>Search / Add (Search or Lookup Page)</li> </ul>
	Alt + 2	Return to Search
	Alt + 3	Next in List
	Alt + 4	Previous in List
	Alt + 5	Open the Lookup or Calendar Prompt pages
	Alt + 6	Related Links
	Alt + 7	Insert Row
	Alt + 8	Delete Row
	Alt + 9	Help
	Alt + 0	Refreshes page by invoking the Refresh button on the toolbar
	Alt + . (Alt + Period)	Next set of rows
	Alt + , (Alt + Comma)	Previous set of rows
	Alt + / (Alt + Forward Slash)	Find
	Alt + ' (Alt + Apostrophe)	View All rows
<a href="#">Add a New Value</a>	Alt + \ (Alt + Backslash)	Toggle between <i>Add</i> and <i>Update/Display</i> on the <i>Search</i> page
<a href="#">Find an Existing Value</a>		
	Ctrl + J	System Information
	Ctrl + K	Keyboard Information (List of Hot Keys)
	Ctrl + Y	Toggle menu between collapse and expand
	Ctrl + Z	Undo keystrokes
	Tab	Moves the cursor to the next field
	Shift + Tab	Moves the cursor to the previous field
	Ctrl + Tab	Toggles focus through the frame set
	Home	Put cursor to left end of the field
	Shift + Home	Highlight to the left end of the field
	End	Put cursor to right end of the field
	Shift + End	Highlight to the right end of the field
	Enter	<ul style="list-style-type: none"> <li>OK / Lookup</li> </ul>
		<ul style="list-style-type: none"> <li>Search</li> </ul>
	Esc	Cancel

Source: PeopleSoft®

## The Internet Explorer Toolbar

<u>Icon</u>	<u>Keys</u>	<u>Description</u>
	Backspace OR Alt + Right Arrow	<i>Back to...</i> -- Go to previously viewed page <b>Warning:</b> Do not use when accessing PeopleSoft!
	Alt + Left Arrow	<i>Forward to...</i> -- Go to the next page in the series of pages. This button is valid only after the <i>Back</i> button has been used, <b>Warning:</b> Do not use when accessing PeopleSoft!
	Escape	<i>Stop</i> – Use when you want to quit loading a page
	F5 OR Ctrl + R	<i>Refresh</i> – Reload the Web page
	Alt + Home	<i>Home</i> -- Return to the page that initially displayed when you opened Internet Explorer. <b>Warning:</b> Be sure and <i>Sign Out</i> before using this button when accessing PeopleSoft!
	Ctrl + E	Allows you to <i>Search</i> the Internet for information. <b>Warning:</b> Be sure and <i>Sign Out</i> before using this button when accessing PeopleSoft!
	Ctrl + I	<i>Favorites</i> – Displays a list of <i>Favorite</i> Internet sites. <b>Note:</b> Do not save your favorite PeopleSoft Pages here
		<i>Media</i> – Displays a window for playing Windows Media Files
	Ctrl + H	<i>History</i> – Displays a window listing the web pages you have visited recently. <b>Warning:</b> Do not use the History panels for navigation when accessing PeopleSoft!
		<i>Mail</i> – Open Microsoft Office Outlook
	Ctrl+P	<i>Print</i> – Send the page to the printer
		<i>Research</i> -- Opens a window where you can search the dictionary and other on-line resources
	F1	<i>Help</i> – Microsoft Help for Internet Explorer
	F11	<i>Full Screen</i> – Set the browser so it takes up the majority of the screen
	Tab	<i>Next Field</i> -- Move forward through fields on a page
	Shift + Tab	<i>Previous Field</i> -- Move backward through fields on a screen
	Page UP	<i>Scroll Up</i>
	Page Down	<i>Scroll Down</i>
	Home	<i>Top of Page</i> – Move to the beginning of the page
	End	<i>Bottom of Page</i> -- Move to the end of the page
	Ctrl + F	<i>Find</i> – Search for specific text on this page

Source: Microsoft Internet Explorer®



## Abbreviations:

<u>Abbreviation</u>	<u>Meaning</u>
AP	<i>Accounts Payable Voucher</i> Request for a check
BD	<i>Budget Journal</i> Sets up Budget appropriations, expected revenues and allowed expenses
JV	<i>Journal Voucher</i> Accounting entries which move money from one department to another
PO	<i>Purchase Order</i> Request for product or service which is sent to the vendor and guarantees payment
RQ	<i>Requisition</i> Request for product or service which must be approved internally before being sent to the vendor