

SPECIAL
DATES OF
INTEREST:

- 10/8-10/10
TRAX Training
- 10/15
TRAX Executive Training
- 10/17—10/19
Fall Break
- 10/22-10/24
TRAX Training
- 11/13
Comptroller's Office closed for Staff Retreat
- 11/28-28
Thanksgiving Holidays

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MONTHLY NEWSLETTER

OCTOBER, 2008

Preventing Duplicate Payments

In preparing vouchers, invoice numbers must be entered exactly as they appear on the invoice; this includes leading zeros, dashes and spaces. There are safeguards in TRAX to prevent duplicate payment of an invoice, but the safeguards are effective only if the invoice number is entered exactly the same way each time. If TRAX gives a duplicate invoice notice and will not accept the entry, please contact Accounts Payable to determine if the invoice has been previously paid.

The Detail Budget Report

The budget pages you view in the Department Budget Summary will display most of the information you need regarding a particular department ID. However, as a general rule of thumb, it is a good idea to run a Detail Budget Report on a monthly basis. The Detail Budget Report can be extremely useful in the following situations:

- Viewing activity in Department IDs that are not budgeted in TRAX.
- Viewing activity in an account that is not a revenue (5XXX) or expense (9XXX) account.
- Viewing account balances for a Department ID for a specific month.
- Viewing accounting information for a range of Department IDs.
- Determining cash available to spend in certain Department IDs.

To run a Detail Budget Report, follow these steps:**Step 1: 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*

Step 2: Print or Save a Detail Budget Report

- *Budget > Budget Reports > Detail Budget Report*
- Enter the *Run Control ID*: **Detail_Report** or **1**
- Click *Search*
- If nothing comes up, click *Add a New Value*, enter **Detail_Report** or **1** 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*

TRAX (PeopleSoft) Monthly Newsletter

Need Help?

TRAX Hotline
710.8704

www.baylor.edu/traxhelp

trax@baylor.edu

Questions
Self-Service Help ▶▶▶
Answers

Version 9.0 Upgrade

Baylor University is upgrading from PeopleSoft Financials from version 8.8 to 9.0. This upgrade provides our current system with new and enhanced functionality and allows for continued support from Oracle/PeopleSoft until 2012. Some of the new features enhance reporting capabilities and make use of newer XML technology. PeopleSoft is also delivering new features to enhance performance, including system monitoring and the ability to archive older transactional data to free up valuable data storage space. While departments in Baylor's financial support areas may see functional changes to the current system, in most cases, the average user will see very few changes as a result of this upgrade.

This project is a collaborative effort between ITS and representatives from Baylor's financial support areas. The upgrade team consists of several technical personnel from ITS, as well as functional representatives supporting financial reporting and accounting, budget, procurement, accounts payable, and assets.

The anticipated go-live date for version 9.0 is January, 2009. While that is a few months away, there is a great deal to accomplish to ensure that this upgrade is a success. Be sure to check future newsletters for updates on our progress, as well as important announcements.

Who To Contact?

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](#).

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](http://www.baylor.edu/traxhelp) website and follow the instructions there.

TRAX Training

TRAX training classes are scheduled through the end of December. A list of [TRAX classes](#) is now available on the [TRAXHelp](http://www.baylor.edu/traxhelp) website. 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.