

SPECIAL
DATES OF
INTEREST:

- 10/20
TRAX Executive
Training
- 10/26—11/2
TRAX Training
(Courses 1-6)
- 11/16—11/19
TRAX Training
(Courses 1-6)
- 11/30
TRAX Executive
Training
- 12/14—12/17
TRAX Training
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PeopleTools 8.5 Upgrade

As you know, the PeopleTools infrastructure that supports the TRAX financial system was upgraded over the Labor Day weekend. We have appreciated your patience during the upgrade process and in the weeks since.

If you have not used the TRAX system since the upgrade, it may be necessary for you to clear your browser cache. Detailed instructions for doing that can be found in our FAQ's section on the TRAXHelp website or by clicking [here](#).

For an overview of the changes and how they may impact you, please review last month's newsletter by clicking [here](#).

Notes From Accounts Payable

Preventing Duplicate Payments

On 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 an entry, please contact AP to determine if the invoice has been previously paid.

Payment Documentation

The scanning of backup payment data is vital in today's technological era. Steps you can take to improve the quality of images scanned are:

- 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.

We appreciate your help; following these guidelines will allow us to provide the best scanned images possible.

TRAX (PeopleSoft) Monthly Newsletter

Need Help?

TRAX Hotline

710.8704

www.baylor.edu/traxhelp

trax@baylor.edu

Questions
Self-Service Help ▶▶▶
Answers

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](#).

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. 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 November. 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