

SPECIAL  
DATES OF IN-  
TEREST:

- 7/17—7/24  
TRAX Training  
(Courses 1-6)
- 8/7—8/10  
TRAX Training  
(Courses 1-6)
- August 16th  
TRAX Executive  
Training

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Application Up-  
dates

Tabbing Issues

## In Every Issue:

- Who to  
Contact
- TRAXHelp
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rity
- New Users
- TRAX  
Training

## TRAX (PeopleSoft Financials)

QUARTERLY NEWSLETTER

JULY, 2012

## Accounts Payable Direct Deposit

**Faculty/Staff Direct Deposit (ACH) Secure Authorization through BearWeb for Accounts Payable Reimbursements Effective July 2, 2012**

Beginning July 2, 2012, Baylor will offer faculty/staff the opportunity to establish and update Accounts Payable direct deposit (ACH) expense reimbursement authorizations through **BearWeb**. Please Note: The addition of an Accounts Payable expense reimbursement authorization will **not change** the Payroll direct deposit authorization.

**What is ACH?** ACH stands for Automated Clearing House and is a system that provides electronic funds transfer (EFT) between banks. It is used for a variety of fund transfer transactions, including direct deposit of paychecks, reimbursements, and business-to-business payments. ACH payments are efficient, cost effective, more secure, and the preferred payment method whenever possible.

***New Direct Deposit (ACH) Authorization beginning July 2, 2012***

To begin receiving your Accounts Payable expense reimbursements as a direct deposit (ACH), please log into **BearWeb** to provide your banking information in a secure on-line environment. Following your log in, access the Accounts Payable direct deposit (ACH) authorization using the following menu path:

Employee Information  
Pay Information  
Update Direct Deposit Authorization  
Select Accounts Payable Reimbursement

Accounts Payable direct deposits are separate from existing Payroll direct deposit authorizations and may be made to a separate bank account. You will be asked to provide your bank routing number, account number, and account type. Once enrolled, you will receive notifications via your campus email address when Accounts Payable direct deposit payments are made to you.

***Existing Direct Deposit (ACH) Authorizations – Review/Update***

Direct Deposit (ACH) Authorizations currently on file with the Accounts Payable Office will remain in effect; however, the banking information will not appear in **BearWeb** until it has been added. You are encouraged to visit **BearWeb** and take a moment to update your information. For more information or to see a detailed view on how to update your information in **BearWeb**, click [here](#).

***Accounts Payable Employee Vendor Number Conversion to Baylor ID Number Effective June 1, 2012***

The implementation of direct deposit authorization via **BearWeb** has required the conversion of employee information in the TRAX (PeopleSoft Financials) system to the employee's Baylor (BU) ID number. Beginning June 1, 2012, your BU ID number will be used as your 'vendor number' replacing the old 'vendor ID' for all Accounts Payable faculty/staff expense reimbursements. **No specific action is needed on your part.** All payments made after June 1, 2012, will reference your BU ID number as the vendor number.

## New Look to TRAX Security Application

The TRAX Security application has a new look. We recently made update to the form to allow for new information and hopefully to reduce confusion when completing an application for security access. If you have a new user in your area, please assist them by directing them to the new form, which can be found by clicking [here](#).

## Tabbing Issues

We have seen an increase in recent weeks from callers experiencing difficulty with tabbing from field to field in the TRAX system. To the user, it may seem as though the cursor is "jumping" around the screen or perhaps moving to an unexpected field that seems out of sequence. If you experience difficulty with tabbing, please contact the TRAX hotline at x8704, option 8 and we will be glad to assist you with correcting this issue.

## TRAX (PeopleSoft) Monthly Newsletter

### Need Help?

TRAX Hotline  
710.8704

[www.baylor.edu/traxhelp](http://www.baylor.edu/traxhelp)

[trax@baylor.edu](mailto: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](#) 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](http://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](mailto:TRAX@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 August. Fall classes will be posted in the coming weeks. A list of [TRAX classes](#) is now available on the [TRAXHelp](#) website. To sign up for training, please visit the HR [Learning and Leadership Seminar Online Registration](#) page. If you have difficulty signing up for TRAX training, contact [TRAX@baylor.edu](mailto:TRAX@baylor.edu).