

SPECIAL
DATES OF
INTEREST:

- 9/1—9/4
TRAX Training
(Courses 1-6)
- 9/22—9/25
TRAX Training
(Courses 1-6)
- 10/7
TRAX Executive
Training
- 10/13—10/16
TRAX Training
(Courses 1-6)
- 11/10—11/13
TRAX Training
(Courses 1-5)

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MONTHLY NEWSLETTER

SEPTEMBER, 2009

H1N1: Are You Prepared?

As you know, a great deal of media attention has been focused lately on the H1N1 influenza. You may find yourself asking, "What does this have to do with TRAX?" While it is our sincere hope that no one becomes ill due to this virus, it is certainly not unreasonable to anticipate that any one of us could be affected by a school or daycare closure or by family or personal illness. With that in mind, the TRAX Financial System Team would like to encourage our users to take proactive steps in the event you should need to work from home.

If you have not done so already, be sure to install VPN on your personal computer or laptop at home. VPN is a secure way to access applications such as TRAX, Banner, Bear-Quest, and Khalix from off-campus. To install this application, please refer to the instructions found in the "Navigation" section of your TRAX notebook or by visiting: www.baylor.edu/its/vpn. Once installed, be sure to test VPN to ensure it is working properly. If you experience any issues, report them to the HELP line at x4357.

If you have additional questions regarding VPN, please contact Amy Alexander at x8705 or via email at Amy_E_Alexander@baylor.edu.

Purchasing Policy Reminder

This is a reminder about the Baylor Purchasing Policy.

Correct Procedure for Purchases Under \$5,000:

- Order equipment
- Receive equipment
- Use Purchasing Card whenever possible.
- Otherwise, enter a Voucher to pay the invoice after-the-fact.

Incorrect Procedure for Purchases \$5,000 and Up:

- Order equipment
- Receive equipment
- Receive vendor invoice for more than \$5,000
- Enter, budget check and approve Requisition
- Purchasing creates purchase order "after the fact"
- Feel **guilt** and **shame** for violating Baylor purchasing policy

Correct Procedure for Purchases \$5,000 and Up:

- Seek competitive bids from at least three different vendors.
- Enter, budget check and approve Requisition
- Purchasing creates purchase order and sends it to the vendor to order the equipment
- Receive equipment
- Receive vendor invoice
- Sign and send to Accounts Payable for creation of AP Voucher and Payment to vendor
- Feel **happiness** and **satisfaction** for having followed Baylor purchasing policy.

TRAX (PeopleSoft)

Monthly
Newsletter

Need Help?

TRAX Hotline

710.8704

www.baylor.edu/traxhelp

trax@baylor.edu

Questions
Self-Service Help >>>
Answers

TRAXHelp

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](#).

Additionally, you can contact the TRAX hotline at x8704. The TRAX hotline is available Monday through Friday, 8-5.

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. Classes for the summer months will be forthcoming. 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.