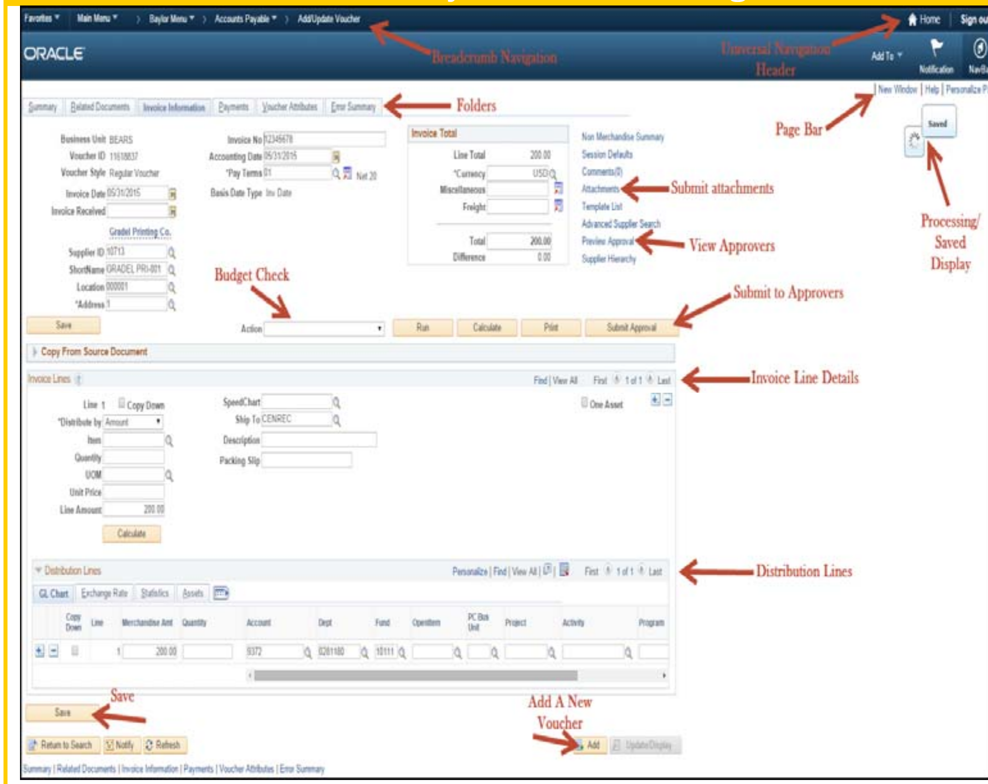
PeopleSoft Financials 9.2

Navigation At-A-Glance

Accounts Payable Voucher Page



TRAX Basics

To log into TRAX:

- Open a compatible browser
- Go to http://www.baylor.edu/trax

- Enter *User ID*
- Enter *Password*
- Click *Sign In*

To Change the Password:

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

On-line Budget Information

To View the Budget Inquiry:

- *Budget*
  - *Budget Inquiry*
- Select *Department* or *Project*
- Enter *Department* or *Project ID*
- Enter *Budget Period* (for Dept only)
- Click *Search*
- Review Budget information

  Budget – Amount budgeted
  Requisition – Reqs not yet made POs
  Purchase Order – POs not invoiced
  Actual – Revenues/Expenses Recorded
  Balance –Available to spend
- (Optional) Click *Export to PDF* to print

To View the Totals for Account Appropriations:

- Open the *Budget Inquiry*
- Click the *Budget Rollups* radio button
- Review budget information

Budget Reports

To Create a Report Request:

(A report request is a list of departments you want to have show up on a report.)

- *Baylor Budget Reports*
  - *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*

To Print a Detail Budget Report:

- Create a report request with the departments you want to see on the report
- *Baylor Budget Reports*
  - *Detail Budget Report*
- Enter the *Run Control ID:* **1**
- Click *Search*
  - If nothing comes up, click *Add a New Value*, enter **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*
- Select **PDF** as the *Format*
- Click *OK*
- Click *Print* on the Adobe print preview to send the report to the printer

To View Several Departments as One Combined Total:

- Create a report request with the departments you wish to combine
  - *Budget*
    - *Budget Inquiry*
- Select *Request ID*
- Select appropriate options in **Group By** section

Deposits / Adjustments	Voucher Processing	Requisition Processing

Deposits / Adjustments

To Add a Deposit Receipt:
- *Cashiers*
  - *Departmental Receipts*
- Click *Add*

To Update a Deposit Receipt
- *Cashiers*
  - *Departmental Receipts*
    - Click *Find an Existing Value*
- Enter *Report ID* and click *Search*

To Void (Delete) a Deposit Receipt
- Click the checkbox beside *Void*
- Click *Save*

To Add an Adjustment Request

Revenues:

Increase department **getting** the money
Decrease department **losing** money

Expenses:

Decrease department **getting** the money
Increase department **losing** money

- *General Ledger*
  - *Departmental Adjustment*
- Click *Add*

- 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*)
  - Select the appropriate *Email*
  - Click *Email*

- Line Approval (Optional)
  User will only be able to approve lines if they have appropriate security access
  - Set *Approval Status* to **Approved.**
  - Click *Save*

- Print Departmental Adjustment
  - Click *View Printable Version*
  - Click *Print*

- Send Request to Controller's Office
  - Include documentation

Update an Adjustment Request?
- *General Ledger*
  - *Departmental Adjustment*
    - Click *Find an Existing Value*

- Enter *Report ID* and click *Search*

Void (Delete) an Adjustment Request?
- Click the checkbox beside *Void*
- Click *Save*

Voucher Processing

To Add a Voucher:

(Purchases Under $10,000)
- *Accounts Payable*
  - *Add/Update Vouchers*
- Find the supplier
  - Click *Look up Supplier Name* (The magnifying glass by *Supplier Name*)
  - Enter *Supplier Name*
  - Click *Look Up*
  - Select the Supplier
  - If no vendor is found, click *Cancel* and go to *Supplier Registration*
- 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/Distribution Lines
  - Enter *Description*
  - Enter *Account*
  - Enter *Department ID*
  - Enter *Fund*
- 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* on the *Summary* tab
- Submit documentation
  - Click *Attachments*
  - Click *Choose File* and locate on your machine. Click Open.
  - Click *Submit File*
- Approve the Voucher
  - Click Submit for Approval

To Update a Voucher:
- *Accounts Payable*
  - *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"

Requisition Processing

To Add a Requisition:

(Purchases Over $10,000)
- Seek Competitive bids and record responses from vendors
  - *Purchasing*
    - *Add/Update Requisitions*
- Click *Add*
- Requisition Header
  - Enter *Origin*
- Requisition Lines
  - Enter *Description*
  - Enter *UOM*
  - Enter *Category*
  - Enter *Price*
  - Click Supplier Information tab to enter Supplier ID
  - Click *Schedule* Icon
  - Enter *Due Date*
  - Verify/Change *Ship To:* address
  - Click *Distribution* Icon
  - Verify / Change *Department ID, Fund, and Account*
  - Enter Vendor ID
    If no vendor is found, enter **09999**
- Enter Comments
  - Click *Add Comments*
  - Enter the *Justification* in the *Comments* field
  - (Optional) Click *Copy Standard Comments* to add a *Standard* Comment
  - Click *OK*
- Attach Documentation
  - Click *Attach* button in the Comments
  - Select appropriate files and attach.
- Budget Check the Requisition
  - Click *Budget Check*
  - After the panel is refreshed, review the *Budget Checking Status*
- Submit for Approval
  - Click *View Approvals* (link at the bottom of the page) to see the approval path.
  - Click the *Submit for Approval* (green checkbox) icon

To Update a Requisition:
- *Purchasing*
  - *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`

To Approve a Requisition:
- *Worklist*
  - Click on the link to the *Requisition* you wish to approve
- Review for accuracy
- Click **Approve**