



Get into TRAX?

- **Log in to TRAX (PeopleSoft)?**
- Open a browser
- Go To <http://www.baylor.edu/trax>
- Enter *User ID*
- Enter *Password*
- Click *Sign In*

Change my Password?

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

Note: Your password can also be changed in the Account Management Portal at bearid.baylor.edu

Find Budget Information?

Review Budget information on-line with the Budget Inquiry

- *Budget*
 - *Budget Inquiry*
 - Select *Department* or *Project* from dropdown menu
 - Enter *Department ID* or *Project ID*
 - Enter *Budget Period*
 - Click *Search*
 - Review Budget information
 - (Optional) Click *Export to PDF* to see the same information in a report format and send to your printer

View the totals for account appropriations?

- Open the *Budget Inquiry*
- Click the 9XXX subtotals radio button
- Review budget information

See detail transactions for a department and account?

- Open the *Budget Inquiry*
 - Click on the *Budget* column for detail budget transactions
 - Click on the *Requisition* column for detail *Pre-encumbrance* transactions
 - Click on the *Purchase Order* column for detail *Encumbrance* transactions
 - Click on the *Actuals* column for detail *Expended Transactions (Journal Vouchers and Accounts Payable Vouchers)*

Create a report request?

- *Reporting*
- *Report Requests*
 - *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*

Print a report of my budget data?

- Create a report request with the departments you want to see on the report
- *Reporting*
- *Budget Reports*
 - *Detail Budget Report*
- Enter the *Run Control ID: 1*
- Click *Search*
- 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*
- Click *Print* on the Adobe print preview to send the report to the printer

View several departments as one combined total?

- Create a report request with the departments you wish to combine
- *Budget*
 - *Budget Inquiry*
 - Select *Request ID* from the dropdown menu
 - Mark/unmark the appropriate radio buttons and checkboxes (department, project, account, account type)
- Review Budget information



Process Vouchers?

Add a Voucher?

- *Accounts Payable*
 - *Add/Update Vouchers*
- Find the Supplier
 - Enter *Supplier Name*
- 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 Lines
 - Enter *Description*
 - Enter *Account*
 - Enter *Department ID*
- 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* below the *Action Field*
- Attach Your Documentation
 - Click *Attachments* to go to Nolijweb
 - Enter Bear ID and password when prompted
 - Find your document and attach
 - Go back to TRAX
- Submit for Approval
 - Click the *Preview Approval* link to view your approval path
 - Click *Submit Approval* to send the voucher to your approver.

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”

Correct a Voucher’s Budget Checking Problem?

- Open the Voucher
- Select *Budget Exception* from the *Go To:* drop down list on the *Invoice Information* tab
- Click *Run*
- Click *Go To Transaction Exceptions*
- Review the *Exception* column on the *Voucher Exceptions* Tab
 - Change the Department or Account on the Requisitions
 - OR Send a *Budget Change Request* form to the *Budget Office*
- Close the window

Track a Voucher through the system?

- *Accounts Payable*
 - *Voucher Inquiry OR*
 - *Voucher Document Status*
- 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*
- Review the following information:
 - Requisition
 - Purchase Order
 - Payment



Process Requisitions?

Add a Requisition?

- Seek competitive bids
- *Purchasing*
 - *Add/Update Requisitions*
- Click *Add*
- Requisition Header
 - Enter *Origin*
- Requisition Lines
 - Enter *Description*
 - Enter *UOM*
 - Enter *Price*
 - Enter *Category*
 - Enter *Ship To:* address
 - Enter *Due Date*
 - Enter *Supplier ID*
 - Click *Look Up Supplier* (magnifying glass)
 - Enter the first few letters of the *Short Supplier Name*
 - Click *Look Up*
 - Click on the appropriate vendor
- Click the *Schedule* icon to go to page 2
 - Click on the appropriate vendor
- Click the *Distribution* icon
 - Verify/change distrib information – *department, account, fund, project, etc.*
 - Click *OK*
 - Click *Save*
- Enter Comments
 - Click *Add Comments*
 - Enter the *Justification* in the *Comments* field
 - (Optional) Click *Copy Standard Comments* to add a *Standard Comment*
 - Attach documentation through the *Attach* button
 - Click *OK*
- Budget Check the Requisition
 - Click *Budget Check*
 - After the panel is refreshed, review the *Budget Checking Status*
- Submit for Approval
 - Click the *Preview Approval* link to view your approval path
 - Click *Submit Approval* icon (green checkbox top left) to send the Req to your approver.

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`

Correct a Requisition's Budget Checking Problem?

- Open the Requisition
- Click *Error* beside the *Budget Status*
- Review the *Exception* column on the *Requisition Exceptions* Tab
 - Change the Department or Account on the Requisitions
 - OR Send a *Budget Change Request* form to the *Budget Office*
- Close the window

Approve a Requisition?

- *Approvals*
 - Click the link for your Requisition
- Click the *Approve* button

Approve a Requisition from an e-mail?

- Click link in E-mail
- Log in to TRAX
- Review for Accuracy
- Click the *Approve* button

Track a Requisition through the system?

- *Purchasing*
 - *Requisition Inquiry OR*
 - *Requisition Document Status*
- Enter *Requisition ID* and click *Search*
- OR Enter *Requester Name* and click *Search*
- If more than one Requisition fits the search criteria, click on the appropriate *Requisition ID*
- Review the following information:
 - Purchase Order
 - Voucher
 - Payment

Track a Purchase Order through the system?

- *Purchasing*
 - *Requisition Inquiry*
 - *PO Document Status*
- Enter *PO Number* and click *Search*
- If more than one PO fits the search criteria, click on the appropriate *PO Number*
- Review the following information:
 - Requisition
 - Voucher
 - Payment



Process Department Receipts?

Add Department Deposit Receipt?

- Gifts must be routed through the Gift Accounting Office
- Make deposits in a timely manner
- Prepare Cash and Checks
 - Count Cash (Count and Roll)
 - Process Checks (Create Tape and Endorse)
- Prepare Credit Card information
 - Do not leave information unsecured or stored in an electronic format)
 - Handwritten information must be legible and shredded when no longer needed.
- Enter a Department Receipt on TRAX
 - *Cashiers*
 - *Departmental Receipts*
- Verify the *Deposit Department ID*
- Click *Add*
- Receipt Header
 - Verify *Phone*
- Deposit Summary
 - Enter *Description*
 - Enter *Received From*
 - Enter *Cash*
 - Enter *Check*
 - Enter *Credit Card*
- Enter *Comments* (Optional)
- Item Detail
 - Verify / Change *Department*
 - Enter *Account*
 - Enter *Description*
 - To apply sales tax, click the checkbox beside *Check if the amount is taxable*
 - Enter *Amount*
 - Click *Add a New Row* (the plus sign on the right hand side of the screen)
 - Repeat adding Item Detail

- Click *Save*
- Print Departmental Deposit Receipt
 - Click *View Printable Version*
 - Review the Adobe print preview for Accuracy
 - Click *Print*
 - Print a copy for the Cashier's Office
 - (Optional) Print a copy for the Department to keep
 - Close the Adobe print preview window
- Send Deposit to Cashier's Office
 - Include:
 - Cash (Roll coins when appropriate)
 - Endorsed Checks
 - Credit Card information
 - Tape with check detail for the bank
 - Copy of Department Receipt for Cashier's Office.
 - Copy of Department Receipt to be marked "Received"
 - Hand-deliver deposits to tellers in Cashier's Office in Robinson Tower
 - OR deliver deposits to Drive-Through window in Robinson Tower

Update a Deposit Receipt?

- *Cashiers*
 - *Departmental Receipts*
 - Click *Find an Existing Value*
- Enter *Transaction ID* and click *Search*
- OR Enter *Transaction Date* and click *Search*
- OR Enter *Department Deposit ID* and click *Search*
- Make changes, if appropriate
- Click *Save*

Void (Delete) a Deposit Receipt?

- Open the Deposit Receipt using the steps above
- Click the checkbox beside *Void*
- Click *Save*



Process Departmental Adjustment Requests?

Type of Account	Number	Action	Income / Expense	Credit / Debit	\$\$
Revenue	5XXX	Increase	Record Income	Credit	Gets the Money
Revenue	5XXX	Decrease	Record Expense	Debit	Loses the money
Expense	9XXX	Increase	Record Expense	Debit	Loses the money
Expense	9XXX	Decrease	Record Income	Credit	Gets the Money

Add a Departmental Adjustment Request?

- Collect charges until total is more than \$50
- Check department budget(s)
- Create Documentation of business purpose
- *General Ledger*
 - *Departmental Adjustment*
- Click *Add*
- Adjustment Request Header
 - *Verify Phone*
- 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*)
 - Enter the *Last Name* of the person who should receive the email
 - Click *Look Up*
 - Select the appropriate *Email*
 - Click *Email*

- Line Approval (Optional)
 - User will only be able to approve lines if they have appropriate security access
 - Set the *Approval Status* for the line(s) to **Approved.**
 - Click *Save*
- Print Departmental Deposit Receipt
 - Click *View Printable Version*
 - Click *Print*
- Send Request to Controller's Office
 - Include documentation



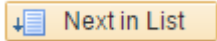
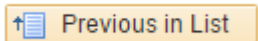




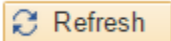



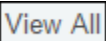

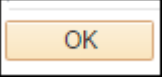
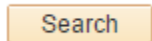
Update a Departmental Adjustment Request?

- *Accounting*
 - *Departmental Adjustment*
 - Click *Find an Existing Value*
- Enter *Transaction ID* and click *Search*
- OR Enter *Transaction Date* and click *Search*
- Make changes, if appropriate
- Click *Save*

Void (Delete) a Departmental Adjustment Request?

- Open the Request using the steps above
- Click the checkbox beside *Void*
- Click *Save*

PeopleSoft 9.2 Short Cut Keys:

<u>Icon</u>	<u>Keys</u>	<u>Description</u>
	Alt + 1	<ul style="list-style-type: none"> Save / OK (Secondary Page) Search / Add (Search or Lookup Page)
	Alt + 2	Return to Search
	Alt + 3	Next in List
	Alt + 4	Previous in List
	Alt + 5	Open the Lookup or Calendar Prompt pages
	Alt + 6	Related Links
	Alt + 7	Insert Row
	Alt + 8	Delete Row
Help	Alt + 9	Help
	Alt + 0	Refreshes page by invoking the Refresh button on the toolbar
	Alt + . (Alt + Period)	Next set of rows
	Alt + , (Alt + Comma)	Previous set of rows
	Alt + / (Alt + Forward Slash)	Find
	Alt + ' (Alt + Apostrophe)	View All rows
Add a New Value	Alt + \ (Alt + Backslash)	Toggle between <i>Add</i> and <i>Update/Display</i> on the <i>Search</i> page
Find an Existing Value	Ctrl + J	System Information
	Ctrl + K	Keyboard Information (List of Hot Keys)
	Ctrl + Y	Toggle menu between collapse and expand
	Ctrl + Z	Undo keystrokes
	Tab	Moves the cursor to the next field
	Shift + Tab	Moves the cursor to the previous field
	Ctrl + Tab	Toggles focus through the frame set
	Home	Put cursor to left end of the field
	Shift + Home	Highlight to the left end of the field
	End	Put cursor to right end of the field
	Shift + End	Highlight to the right end of the field
	Enter	<ul style="list-style-type: none"> OK / Lookup
		<ul style="list-style-type: none"> Search
	Esc	Cancel



Source: PeopleSoft®

Abbreviations:

<u>Abbreviation</u>	<u>Meaning</u>
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AP	<i>Accounts Payable Voucher</i> Request for a check
BD	<i>Budget Journal</i> Sets up Budget appropriations, expected revenues and allowed expenses
JV	<i>Journal Voucher</i> Accounting entries which move money from one department to another
PO	<i>Purchase Order</i> Request for product or service which is sent to the vendor and guarantees payment
RQ	<i>Requisition</i> Request for product or service which must be approved internally before being sent to the vendor