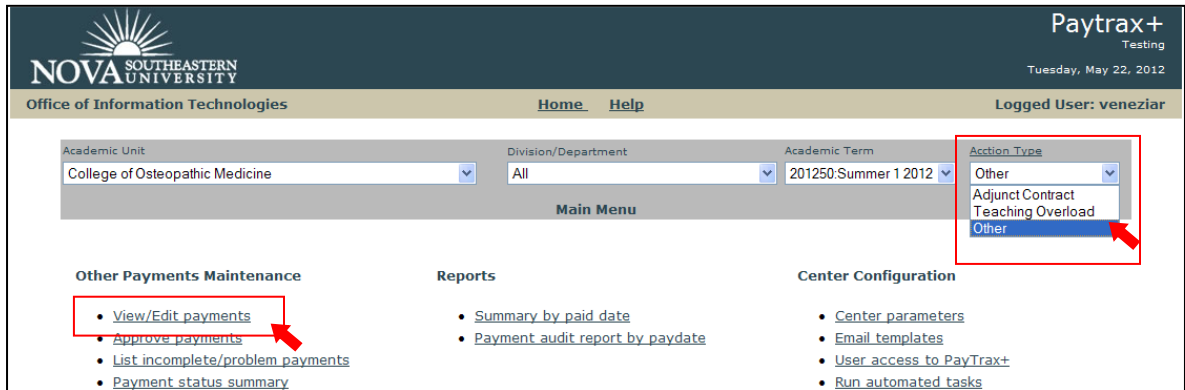
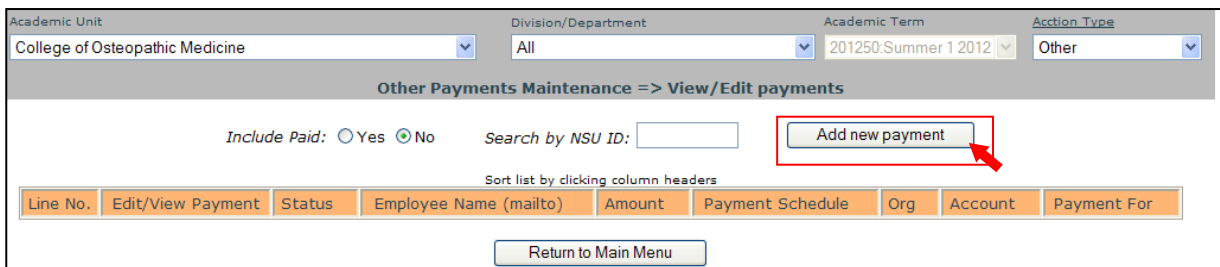


These are steps to creating an "Other" type payment in Paytrax+.

1. Using your internet browser, go to <https://paytrax.nova.edu/ptx-main.cgi> to log in to Paytrax+. Login using your NSU e-mail/Sharklink User Name and Password. You may wish to add this address to your Favorites in your browser for future reference. Be sure to disable the pop-up blocker in your browser's Tools menu so that the separate entry windows will open.
 - a. From the Home page, choose **Action Type** "Other" from the drop down menu.



- b. To begin entry of a payment, under the column labeled **Other Payments Maintenance** click on View/Edit payments.
 - c. Click the button labeled **Add New Payment**.



- d. A separate window will open, requiring entry of: NSU ID, choose department from drop down menu, payment label, details of the payment, total amount of payment, choice of org code from the drop down menu, choice of account number from the drop down menu, session begin and end date (which may be the same dates for a single day). The Payment Date will default the next available pay date, but you may choose a later date if desired.

When complete, be sure to click the **Save Changes** button.

https://www.nova.edu/?ocid=0&colid=00&gdepto=%25&count=0&MODE=X&paid=0&refresh=1337695275612 - - Wi...

Editing Other Payment (new)

Save Changes Close without saving

NSU ID: N00123456 Test, Person

Department: HPHE: AH - Public Health

Payment For: System Overview Presentation

Comments: Two hour overview of computer applications for payment system;
5/22/2012 2-4pm

Total Amount \$: 150.00

Distribution Org: 111100 College of Osteo Med HPD-OSTEOPATHIC MEDICINE

Account: 1050 - NON-TEACHING payments

Payment Status: Active

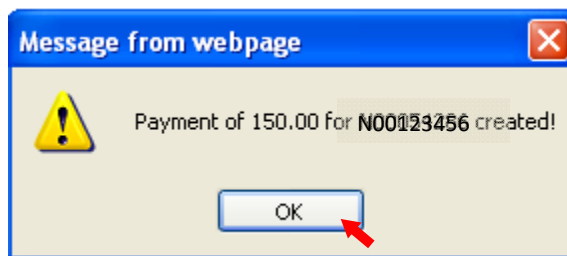
Payment requires signed contract? Yes No

Session Begin Date: 05/22/2012 (m/d/y)

Session End Date: 05/22/2012 (m/d/y)

Payment Date: 06/01/2012

Another window will display indicating the payment was created. Click the **OK** button to continue.



NSU PAYTRAX+ Quick Guide
Creating Other Type Payments

- To view the payment, on the Home page under Other Payments Maintenance, click on **View/Edit payments**.

A list of payments will display. Click on Edit to open payment window

Line No.	Edit/View Payment	Status	Employee Name (mailto)	Amount	Payment Schedule	Org	Account	Payment For
1+	Edit	Active	Goldstein, Amy M	\$150	06/01/2012	111100	1050	System Overview Presentation

To reveal the **Payment history** link, hover the cursor using your mouse over the plus sign (+). Click on **Payment history** to display activity such as when and by whom the payment was entered or other actions such as approvals.

Order	Date	Activity	Done by	Remarks
1	05/22/2012 12:40:35	Other payment initiated	veneziar	\$150.00

For additional assistance with Paytrax+, please contact the HR Information System team through HR4U at HR4U@nova.edu or call x24748.