

SPECIAL
DATES OF
INTEREST:

- 7/7
TRAX Executive
Training
- 7/13—7/16
TRAX Training
(Courses 1-6)
- 8/10—8/13
TRAX Training
(Courses 1-6)
- 8/18
TRAX Executive
Training

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MONTHLY NEWSLETTER

JULY, 2010

9318 Issues

We are currently researching an apparent issue in the way in which some transactions within 9318 are posting to your budget. This issue seems to be limited to ALLPER, or multi-year, department ID's. Be assured that this issue has only affected a small number of transactions and does not affect your overall budget. We are currently researching the issue and are working diligently to correct the problem. In the meantime, if you have questions regarding these transactions, please contact the Budget Office at x2663. Thank you for your patience as we work to correct this issue.

Budget Change Request Enhancements

Enhancements to the Budget Change Request form will be coming soon! The new features will give you more flexibility and will allow for transfers between departments, similar to the Departmental Adjustment form. We will be implementing these enhancements in the coming months, so stay tuned for more details.

Question of the Month: Why can't I run a report for a department I just received access to?

This is a step that people easily forget because it is a maintenance step you have to do the first time you want to view a report for a particular department. The quickest way to figure out whether or not someone needs to create a new report request for the department is to click on "Add/Update Report Request" under the "Budget" menu in TRAX. From the "Find an existing value" tab, click on "search" and see what comes up. If you don't see anything, then that is the reason you are having trouble with running a report for that department. You will need to create a new report request/request ID that contains the department(s) you wish to see in report format. For instructions on how to create a Report Request, click on the link below:

<http://www.baylor.edu/content/services/document.php/94887.pdf>

TRAX (PeopleSoft) Monthly Newsletter

Need Help?

TRAX Hotline

710.8704

www.baylor.edu/traxhelp

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](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](#).

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 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 August. A list of [TRAX classes](#) is now available on the [TRAXHelp](http://www.baylor.edu/traxhelp) website. 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.