

SPECIAL DATES OF INTEREST:

- 12/14—12/17
TRAX Training
(Courses 1-6)
- 12/17
AP Deadline for
Year-End Payments
- 12/23
Holiday Deadline
for Departmental
Receipts
- 12/24—12/31
Christmas Holidays
- 1/13
TRAX Executive
Training

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❄️ Holiday Deadlines ❄️

The Christmas holidays will soon be here! Please mark the following deadlines on your calendar:

Accounts Payable Year-End Payments

Departments are asked to have all requisitions, vouchers, and backup documentation to Accounts Payable no later than Friday, December 17 in order for payments to be made before the holidays.

Departmental Receipts

All departmental receipts/deposits that include credit card transactions should be delivered to the Cashier's Office no later than noon on Thursday, December 23rd.

All other deposits (cash and/or checks, no credit cards) should be delivered to the Cashier's Office no later than 2:00 p.m. on Thursday, December 23rd.

Please remember that University policy requires all cash and checks to be deposited with the Cashier's Office upon receipt and should be accompanied by a completed Departmental Deposit Receipt form.

New Grants/Sponsored Programs Financial System Coming Soon

The University is currently implementing software modules with in the TRAX (PeopleSoft Financials) system for use in management of Baylor's sponsored programs. This implementation is aimed at improving business practices in research administration and accounting; reducing potential compliance risks; and providing a robust technical foundation to meet current and future sponsored program needs.

The new Grants system will provide enhanced integration with the current TRAX modules and will impact numerous business processes across the University. As implementation is completed in Spring of 2011, watch for updates about how the new grants/sponsored programs system will affect you and for training opportunities to help users operate successfully.

TRAX (PeopleSoft) Monthly Newsletter

Need Help?

TRAX Hotline

710.8704

www.baylor.edu/traxhelp

trax@baylor.edu

Questions
Answers
Self-Service Help ▶▶▶

Who To Contact?

Not sure who to contact about a particular charge that shows up on your Detail Report? The [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](#) website and follow the instructions there.

TRAX Training

TRAX training classes are scheduled through the end of January. A list of [TRAX classes](#) is now available on the [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.