TRAX (PeopleSoft Financials)

MONTHLY NEWSLETTER   **MARCH, 2011**

End of Fiscal Year 2011 Information

The end of the fiscal year is right around the corner. Each TRAX user should receive a post-card through Campus Mail in the next week or so. The postcard outlines important deadline information, so be sure to mark these dates on your calendar.

If you are a new user to the TRAX system or want to learn more about *End of Fiscal Year Processing*, make plans now to attend one of the training seminars to be held on Wednesday, April the 6th or Tuesday, April 19th. Both seminars will be held from 3:00 to 5:00 in ITS-Seminar Room 103 in the Dutton garage. Topics included in this valuable session cover:

- Fiscal year deadlines
- BCR's and the end of the fiscal year
- When will my new budget be available?
- Vouchers/Requisitions charged to FY2011
- Vouchers/Requisitions charged to FY2012
- Cash deposits for FY2011
- Cash deposits for FY2012
- JV's at the end of the fiscal year
- Question and Answer

If this is your first time to go through the year-end process at Baylor or if you just want to make sure this process is seamless for your department, make plans now to attend!

More detailed information can be found about the specifics of end of fiscal year transactional processing at www.baylor.edu/traxhelp. Just click on the link marked "End of Fiscal Year 2011" or click here.

New Grants/Sponsored Programs Financial System Coming Soon

The University is currently implementing software modules within 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 the implementation is nearing its completion, watch for updates about both online and hands-on training. These training opportunities, scheduled to begin in May, will highlight all of the changes to policy, procedure and organization structure and put those changes into context. More information will be forthcoming.

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Reminder for Users of the Accounting Detail Report

For our users with access to the Accounting Detail report, please remember to use the new "Current/ Prior Year" report options. If you have not done so already, you can see the changes by navigating to Reporting > Accounting Detail Submit > enter your criteria (Department, Account, Begin/End Dates, etc.) > Click Run.

When you reach the Process Scheduler Request page, you will notice the following new options: Current/Prior Yr Act Trial Bal, Current/Prior Yr Acct Detail, Current/Prior Yr Dept Detail, and Current/ Prior Yr Dpt Trial Bal. The data contained in these reports is exactly the same in structure and format as the reports you have used in the past. The difference, however, is that these new options only pull data from the Report table for the current or prior fiscal year. Our testing showed significant improvements in processing time when using these new options. These new options will not allow you to query data for a time-period beyond the scope of the current or prior fiscal year, however. In the event you need to run a report for a date range outside of the current or prior fiscal year, you should use the "old" options (Account Detail, Department Detail, Department Trial Balance and/or Account Trial Balance).

It is our hope that these changes will be helpful to you when using the Accounting Detail Submit report in TRAX. As always, we welcome your feedback, questions, comments and suggestions at any time.

TRAXHelp

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.

Additionally, you can contact the TRAX hotline at x8704. The TRAX hotline is available Monday through Friday, 8-5.

Need Help?

TRAX Hotline

710.8704

www.baylor.edu/traxhelp

trax@baylor.edu

Self-Service Help ▶▶▶

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 April. 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.