

SPECIAL
DATES OF
INTEREST:

- 4/6
TRAX End of
Fiscal Year
Training
- 4/12-4/18
TRAX Training
(Courses 1-6)
- 4/19
TRAX End of
Fiscal Year
Training
- 4/21
TRAX Executive
Training
- 5/10-13
TRAX Training
(Courses 1-6)

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New Grants System

EOFY Deadlines/
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TRAX (PeopleSoft Financials)

MONTHLY NEWSLETTER

APRIL, 2011

End of Fiscal Year 2011 Information

The end of the fiscal year is right around the corner. Each TRAX user should have received a postcard through Campus Mail containing year-end deadline information. 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.

End of Fiscal Year Deadline Information

APRIL 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
3	4	5	6 EOFY Training	7	8	9
10	11	12	13	14	15	16
17	18	19 EOFY Training	20	21 Facility Services Work Or- ders	22 Easter Holiday	23
24	25 Easter Holiday	26	27	28	29 Printing Procurement & Technol- ogy Equip- ment	30

April 2011

- } April 6 & 19—End of Fiscal Year Training
- } April 21—Last day Facility Services Work Orders
- } April 29—Last day for submissions to Printing Procurement
- } April 29—Last day to order technology equipment

May 2011

- } May 6—Bulk Mail Orders
- } May 6 —FY2011 Requisitions
- } May 20—P-Card Transactions
- } May 27—3:00 p.m. —FY 2011 Departmental Deposit Receipts that include credit card transactions
- } May 31st—2:00 p.m.—FY 2011 DDR's including cash and checks

MAY 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6 Bulk Mail Orders & FY2010 Req's	7
8	9	10	11	12	13	14
15	16	17	18	19	20 P-Card Transac- tions	21
22	23	24	25	26	27 DDR's with CC transac- tions	28
29	30 Memorial Day	31 All DDR's for FY 2011				

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](#) 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](mailto: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.