**Questions about charges to your TRAX department?**
**We are here to help!**

## Accounts Payable (Vouchers Module)

Accounts_Payable@baylor.edu 2415

| | | |
|---|---|---|
| AP | Accounts Payable Voucher | Traci_Adcock@baylor.edu |
| | Expense Reports | |

## Budget Office (Budget Module)

Budget_Support@baylor.edu 2663

| | | |
|---|---|---|
| Bal Foward | Balance Forward | Carmen_Nevarez@baylor.edu |
| BD | Budget Journal | Carmen_Nevarez@baylor.edu |
| Orig Budget | Original Budget | Carmen_Nevarez@baylor.edu |

## Cashier's Office (Departmental Receipts Module)

Cashiers_Office@baylor.edu 2311

| | | |
|---|---|---|
| JVBA | Banner Student | JT_Lloyd@baylor.edu |
| JVDD | Departmental Deposit Receipts | |
| JVGC | Grad Sch App 2% Visa/MC Charge | |
| JVGS | Grad School App Fee Interface | |

## Controller's Office (Accounting Module)

3454

| | | | |
|---|---|---|---|
| Asset | Asset Management | 8776 | Julia_Maddox@baylor.edu |
| JV | Journal Voucher | 8976 | Suzanne_Weems@baylor.edu |
| JVDA | Departmental Adjustment Request | 8594 | Bobbie_Doyle@baylor.edu |
| JVIB | Interest on Average Balance | 8764 | Tom_Lindsey@baylor.edu |
| JVTRF | Transfer | 8976 | Suzanne_Weems@baylor.edu |

## Office of Sponsored Programs

Sponsored_Programs@baylor.edu 3817

| | | |
|---|---|---|
| BDGM | Budget Journal Grants Management | Pamela_Tull@baylor.edu |
| FNA | Facilities & Administrative Costs | |

## Payroll Office

2217

| | | |
|---|---|---|
| JVBW | Biweekly Payroll | LuAnn_Pickens@baylor.edu |
| JVCB | COBRA Benefits | |
| JVCWS | College Work Study Distribution | |
| JVFED | Federal Programs Automated | |
| JVGR | Graduate Payroll | |
| JVIDC | Indirect Cost Distribution | |
| JVKB | Payroll KCTF Bi-weekly | |
| JVKM | Payroll KCTF Monthly | |
| JVMO | Monthly Payroll | |
| JVSP | Payroll Special Disbursements | |
| JVST | Student Payroll | |

## Procurement Services Office (Requisitions Module)

1561

| | | | |
|---|---|---|---|
| JVPC | Purchasing Card | 8637 | Vel_Barnes@baylor.edu |
| PO | Purchase Order | 1561 | Richard_Wright@baylor.edu |
| RQ | Requisition | 1561 | Richard_Wright@baylor.edu |

## Other

| | | | |
|---|---|---|---|
| ARAMARK | Accounts Payable Voucher (Baylor Dining Services) | 1760 | Matthew_Davis1@baylor.edu |
| JVAD | Feed from Alumni Development (Development Office) | 3510 | Virginia_Stone@baylor.edu |
| JVAW | Web Feed from Alumni Development (Development Office) | 3510 | Virginia_Stone@baylor.edu |
| JVCD | Baylor Copy Services | 1914 | Tim_McFatridge@baylor.edu |
| JVIM | Incoming Mail (Mail Services) | 1310 | Teresa_Mosley@baylor.edu |
| JVMR | Copier Meter Reads-Overages | 1914 | Tim_McFatridge@baylor.edu |
| JVOM | Outgoing Mail (Mail Services) | 1310 | Teresa_Mosley@baylor.edu |
| JVUA | UAS Loan Mgt Interface | 2314 | Carol_Moyer@baylor.edu |
| Plant Maintenance | ARAMARK | 1361 | src@baylor.edu |

**TRAX Support Line x8704**

# Alphabetical Listing (By Code):

| Code | Transaction Type | Ext | Office | E-mail |
|---|---|---|---|---|
| AP | Accounts Payable Voucher | 2415 | Accounts Payable | Traci_Adcock@baylor.edu |
| ARAMARK | Accounts Payable Voucher | 1760 | Baylor Dining Services | Matthew_Davis1@baylor.edu |
| Asset | Asset Management | 8759 | Fixed Asset Accounting | Julia_Maddox@baylor.edu |
| Bal Forward | Balance Forward | 2663 | Budget Office | Carmen_Nevarez@baylor.edu |
| BD | Budget Journal | 2663 | Budget Office | Carmen_Nevarez@baylor.edu |
| BDGM | Budget Journal Grants Management | 3817 | Office of Sponsored Programs | Pamela_Tull@baylor.edu |
| FNA | Facilities & Administrative Costs | 3817 | Office of Sponsored Programs | Pamela_Tull@baylor.edu |
| JV | Journal Voucher | 8976 | Financial Services | Suzanne_Weems@baylor.edu |
| JVAD | Feed from Alumni Development | 3510 | Development | Virginia_Stone@baylor.edu |
| JVAW | Web Feed from Alumni Development | 3510 | Development | Virginia_Stone@baylor.edu |
| JVBA | Banner Student | 2311 | Cashier's Office | JT_Lloyd@baylor.edu |
| JVBW | Biweekly Payroll | 2217 | Payroll | LuAnn_Pickens@baylor.edu |
| JVCB | COBRA Benefits | 2217 | Payroll | LuAnn_Pickens@baylor.edu |
| JVCD | Baylor Copy Services | 1914 | Copy Services (IKON) | Tim_McFatridge@baylor.edu |
| JVCWS | College Work Study Distribution | 2217 | Payroll | LuAnn_Pickens@baylor.edu |
| JVDA | Departmental Adjustment Request | 8594 | Financial Services | Bobbie_Doyle@baylor.edu |
| JVDD | Department Deposit Receipts | 2311 | Cashier's Office | JT_Lloyd@baylor.edu |
| JVFED | Federal Programs Automated | 2217 | Payroll | LuAnn_Pickens@baylor.edu |
| JVGC | Grad Sch App 2% Visa/MC Charge | 2311 | Cashier's Office | JT_Lloyd@baylor.edu |
| JVGR | Graduate Payroll | 2217 | Payroll | LuAnn_Pickens@baylor.edu |
| JVGS | Grad School App Fee Interface | 2311 | Cashier's Office | JT_Lloyd@baylor.edu |
| JVIB | Interest on Average Balance | 8764 | Gift & Investment Accounting | Tom_Lindsey@baylor.edu |
| JVIDC | Indirect Cost Distribution | 2217 | Payroll | LuAnn_Pickens@baylor.edu |
| JVIM | Incoming Mail | 1310 | Mail Services | Teresa_Mosley@baylor.edu |
| JVKB | Payroll KCTF Bi-weekly | 2217 | Payroll | LuAnn_Pickens@baylor.edu |
| JVKM | Payroll KCTF Monthly | 2217 | Payroll | LuAnn_Pickens@baylor.edu |
| JVMO | Monthly Payroll | 2217 | Payroll | LuAnn_Pickens@baylor.edu |
| JVMR | Copier Meter Reads-Overages | 1914 | Copy Services (IKON) | Tim_McFatridge@baylor.edu |
| JVOM | Outgoing Mail | 1310 | Mail Services | Teresa_Mosley@baylor.edu |
| JVPC | Purchasing Card | 8637 | Procurement Services | Vel_Barnes@baylor.edu |
| JVSP | Payroll Special Disbursements | 2217 | Payroll | LuAnn_Pickens@baylor.edu |
| JVST | Student Payroll | 2217 | Payroll | LuAnn_Pickens@baylor.edu |
| JVTRF | Transfer | 3731 | Financial Services | Suzanne_Weems@baylor.edu |
| JVUA | UAS Loan Mgt Interface | 2314 | Loan Collections | Carol_Moyer@baylor.edu |
| Orig Budget | Original Budget | 2663 | Budget Office | Carmen_Nevarez@baylor.edu |
| Plant Maintenance | GAS#17703 | 1361 | ARAMARK | src@baylor.edu |
| Plant Maintenance | GASOLINE#17017 | 1361 | ARAMARK | src@baylor.edu |
| Plant Maintenance | NR#1-20174294 | 1361 | ARAMARK | src@baylor.edu |
| Plant Maintenance | PLANT CREDIT | 1361 | ARAMARK | src@baylor.edu |
| Plant Maintenance | PLANT MAINT.#1-20174820 | 1361 | ARAMARK | src@baylor.edu |
| Plant Maintenance | SUPPLIES# | 1361 | ARAMARK | src@baylor.edu |
| PO | Purchase Order | 1561 | Procurement Services | Richard_Wright@baylor.edu |
| RQ | Requisition | 1561 | Procurement Services | Richard_Wright@baylor.edu |