

**SPECIAL
DATES OF
INTEREST:**

- 11/7
TRAX Executive
Training
- 11/12-11/14
TRAX Training
- 11/13
Comptroller's
Office closed for
Staff Retreat
- 11/25, 3:00 p.m.
Deadline for all
November
DDR's
- 11/28-28
Thanksgiving
Holidays

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MONTHLY NEWSLETTER

NOVEMBER, 2008

TRAX Hotline Changes

To provide TRAX users with more streamlined assistance, the TRAX hotline converted to a menu-driven message system on Monday, October 20, 2008. The menu is designed to route calls to the appropriate department. Our goal is to ensure faster, more efficient response to your questions. If you have questions, comments, or concerns regarding this new system, please send an email to TRAX@baylor.edu.

Holiday Deadline Information

All departmental receipts/deposits, including those with credit card receipts, should be received by the Cashier's Office no later than 3:00 p.m. on Tuesday, November 25th. This will ensure that all funds received during the month of November are accurately reflected on the November books.

Important Message from the Cashier's Office

The Cashier's Office would like to remind TRAX users to ensure that all checks are properly endorsed. Proper endorsement should include the following information:

For Deposit Only
Baylor University
Department Name
Department ID #

Please purchase a stamp for your department if you don't already have one. Checks received by the Cashier's Office that do NOT contain the proper endorsement will be returned. Your cooperation in this matter is greatly appreciated.

TRAX (PeopleSoft) Monthly Newsletter

Need Help?

TRAX Hotline
710.8704

www.baylor.edu/traxhelp

trax@baylor.edu

Questions
Self-Service Help ▶▶▶
Answers

Version 9.0 Upgrade

Baylor University is upgrading from PeopleSoft Financials from version 8.8 to 9.0. This upgrade provides our current system with new and enhanced functionality and allows for continued support from Oracle/PeopleSoft until 2012. Some of the new features enhance reporting capabilities and make use of newer XML technology. PeopleSoft is also delivering new features to enhance performance, including system monitoring and the ability to archive older transactional data to free up valuable data storage space. While departments in Baylor's financial support areas may see functional changes to the current system, in most cases, the average user will see very few changes as a result of this upgrade.

This project is a collaborative effort between ITS and representatives from Baylor's financial support areas. The upgrade team consists of several technical personnel from ITS, as well as functional representatives supporting financial reporting and accounting, budget, procurement, accounts payable, and assets.

The anticipated go-live date for version 9.0 is January, 2009. While that is a few months away, there is a great deal to accomplish to ensure that this upgrade is a success. Be sure to check future newsletters for updates on our progress, as well as important announcements.

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](#).

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](http://www.baylor.edu/traxhelp) website and follow the instructions there.

TRAX Training

TRAX training classes are scheduled through the end of December. 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.