

**SPECIAL
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INTEREST:**

- 2/4—2/6
TRAX Training
- 2/17
TRAX Executive
Training
- 2/18-20
TRAX Training
- Spring Break
Vs. 9.0
Implementation

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MONTHLY NEWSLETTER

FEBRUARY, 2009

Version 9.0 Upgrade

The upgrade to Version 9.0 of PeopleSoft Financials is just around the corner. We plan to make this transition during the week of Spring Break. System down time will be communicated with all TRAX users as we move closer to that time frame.

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.

Again, we will continue to update you regarding the status of this upgrade as decisions are made. Meanwhile, you are encouraged to send your questions to trax@baylor.edu.

Budget Change Request

The Budget Change Request (BCR) will transition to an online TRAX module soon. This change will enable faster, more secure processing and provide an online record to ensure better tracking of changes. Training sessions for users will be announced in a forthcoming email. For further assistance or questions, please email trax@baylor.edu.

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. 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 February. 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.