

**SPECIAL
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- 3/6-3/9
Version 9.0 Im-
plementation
- 3/12
BCR Training
- 3/16
TRAX Executive
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MONTHLY NEWSLETTER

MARCH, 2009

Version 9.0 Upgrade

The Version 9.0 environment of TRAX (PeopleSoft Financials) is here! Thank you for your patience during the upgrade process.

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 has been 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.

If you experience technical difficulty or have problems accessing a component you utilized in the 8.8 environment, we encourage you to call the TRAX hotline at extension 8704 or send an email to trax@baylor.edu.

Budget Change Request

The Budget Change Request (BCR) is now online and available through the TRAX system. This change will enable faster, more secure processing and provide an online record to ensure better tracking of changes. Training sessions are scheduled through April so be sure to sign up if you need access to the online version. For further assistance or questions, please email trax@baylor.edu.

End of Fiscal Year Deadline Information

APRIL/MAY 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
19	20	21	22	23 Work order deadline	24	25
26	27 Printing Pro- curement deadline	28	29	30	1 Last day for technology equipment	2
3	4	5	6	7	8 Last day for bulk mail and FY 2009 req- uisitions	9
10	11	12	13	14	15	16
17	18	19	20	21	22 First day for FY 2010 requisitions	23
24	25	26	27	28	29 3:00 p.m. Deadline for FY 2009 de- posits	30

April / May

- } April 23—Last day for Facility Services work orders for FY 2009
- } April 27—Last day for submissions to Printing Procurement
- } May 1—Last day to order technology equipment
- } May 8—Last day for bulk mail work orders to Outgoing Mail Services
- } May 8—Last day for FY2009 requisitions
- } May 22—First day for FY2010 requisitions
- } May 29, 3:00 p.m.—Deadline for FY 2009 deposits

June

- } June 1—First day for FY2010 vouchers
- } June 1—First day for FY2010 departmental deposits
- } June 12, 3:00 p.m. — Last day for FY 2009 revenues to be deposited
- } June 12, 3:00 p.m. — Last day for FY 2009 Departmental Adjustments
- } June 19—Last day for vouchers and expense reports
- } June 22—Last day to notify purchasing of open PO's valid for FY 2010

JUNE 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1 First day for FY2010 de- posits and vouchers	2	3	4	5	6
7	8	9	10	11	12 Last day for FY2009 reve- nues and DA's	13
14	15	16	17	18	19 Last day for vouchers and ER's	20
21	22 Last day for PO rollover	23	24	25	26	27
28	29	30				

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.