

SPECIAL
DATES OF
INTEREST:

- 3/16—3/19
TRAX Training
(Courses 1-6)
- 3/31
TRAX Executive
Training
- 4/8
TRAX End of
Fiscal Year Train-
ing
- 4/13-4/16
TRAX Training
(Courses 1-6)
- 4/20
TRAX End of
Fiscal Year Train-
ing

INSIDE
THIS ISSUE:End of Fiscal Year
Processing SeminarsQuestion of the
Month—Voucher
Payments

Who to Contact?

Need Help with
TRAX?TRAX Security Re-
quests

New Users

TRAX Training

TRAX (PeopleSoft)

MONTHLY NEWSLETTER

MARCH, 2010

Mark 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 Thursday, April the 8th and Tuesday April 20th. 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 FY2010
- Vouchers/Requisitions charged to FY2011
- Cash deposits for FY2010
- Cash deposits for FY2011
- 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!

Question of the Month

Q: How do I know if a voucher has been paid?

A: The easiest way to see if a voucher has been paid is to go to the **Payments** tab on the voucher screen. In the section titled "Schedule Payment", the reference box on this screen represents the check number and the payment date is the date the check was printed.

You can also click on the "Payment Inquiry" link at the bottom of this screen for additional details such as the reconciliation status or reconciliation date.

Vouchers > Add/Update Vouchers > Find An Existing Value > Enter Your Voucher ID or Your User ID > Payments Tab

TRAX (PeopleSoft) Monthly Newsletter

Need Help?

TRAX Hotline
710.8704

www.baylor.edu/traxhelp

trax@baylor.edu

Questions
Self-Service Help ▶▶▶
Answers

TRAXHelp

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](#).

Additionally, you can contact the TRAX hotline at x8704. The TRAX hotline is available Monday through Friday, 8-5.

VPN Access

ITS is requesting that all faculty and staff clients who use VPN to move to a new web interface for accessing it, rather than through the application you may have been using. The new interface will provide a secure connection to a new server with improved reliability and speed.

Detailed instructions for faculty/staff can be found at:
<http://www.baylor.edu/its/vpn>

To connect again in the future, type: <http://babel.baylor.edu> in your web browser address line and login.

Please contact the Help Desk if you have any questions and need assistance at 254.710.4357.

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 April. 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.