TRAX (PeopleSoft Financials)

MONTHLY NEWSLETTER   **AUGUST, 2010**

TRAX System Downtime

Please be aware the TRAX system will be unavailable over the Labor Day weekend. We will be applying upgrades to keep our system up to date with the latest functional and technical releases from Oracle (PeopleSoft). Users may notice some minor cosmetic changes as a result of this upgrade, but the remainder of the changes are purely technical. We appreciate your patience during this necessary downtime.

9318 Issues

We are continuing to research an apparent issue in the way in which some transactions within 9318 are posting to your budget. This issue seems to be limited to ALLPER, or multi-year, department ID's. Be assured that this issue has only affected a small number of transactions and does not affect your overall budget. We are currently researching the issue and are working diligently to correct the problem. In the meantime, if you have questions regarding these transactions, please contact the Budget Office at x2663 or the TRAX hotline at x8704. Thank you for your patience as we work to correct this issue.

Budget Change Request Enhancements

Enhancements to the Budget Change Request form will be coming soon! There are several new features including the availability to allow for transfers between departments, similar to the Departmental Adjustment form. We plan to implement these new features during the Labor Day weekend. Online and classroom training will be available, so stay tuned for more details.

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Monthly Newsletter

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.

Need Help?

TRAX Hotline

710.8704

www.baylor.edu/traxhelp

trax@baylor.edu

Self-Service Help ▶▶▶

TRAX Training

TRAX training classes are scheduled through the end of September. 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