

## SPECIAL DATES OF INTEREST:

- 8/31—9/3  
TRAX Training  
(Courses 1-6)
- 9/3—9/6  
PeopleTools 8.5 Upgrade
- Labor Day Holiday
- 9/8  
BCR Enhancements Come-And-Go Open Training Lab
- 9/22  
TRAX Executive Training
- 9/23—9/28  
TRAX Training  
(Courses 1-6)

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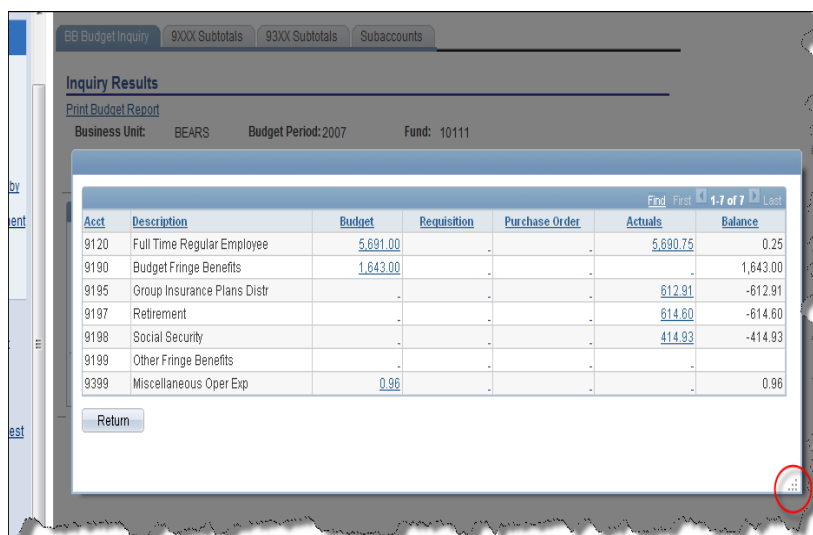
## PeopleTools 8.5 Upgrade

The PeopleTools infrastructure that supports the TRAX financial system will be upgraded over the Labor Day weekend. The system will be brought down on Friday, September 3rd and will be unavailable through Monday, September 6th. The impact of a tools upgrade mostly occurs behind-the-scenes. However, this upgrade will improve some aspects of the user interface. Here are some of the changes you can expect:

### Improved Color Scheme

The color scheme has been updated to be easier on the eyes, and to give you better indications of where you are in the system.

Acct	Description	Budget	Requisition	Purchase Order	Actuals	Balance
9120	Full Time Regular Employee	5,691.00	-	-	5,690.75	0.25
9190	Budget Fringe Benefits	1,643.00	-	-	-	1,643.00
9195	Group Insurance Plans Distr	-	-	-	612.91	-612.91
9197	Retirement	-	-	-	614.60	-614.60
9198	Social Security	-	-	-	414.93	-414.93
9199	Other Fringe Benefits	-	-	-	-	-
9399	Miscellaneous Oper Exp	0.96	-	-	-	0.96



### Pop-Up Edit Boxes

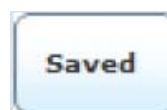
When you click the Zoom icon in a grid or on a long edit box, a new window will open and the primary page is grayed out. You can grab the window and move it to a different location, or drag the resize button to change the size of the window.

### New Look for Processing and Saved Indicators

Processing:



Saved:



# PeopleTools 8.5 Upgrade (cont'd)

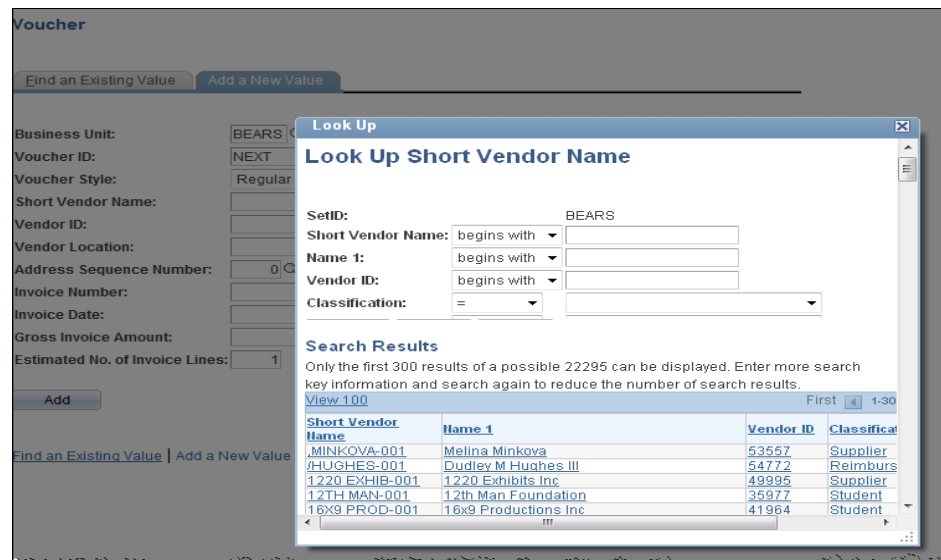
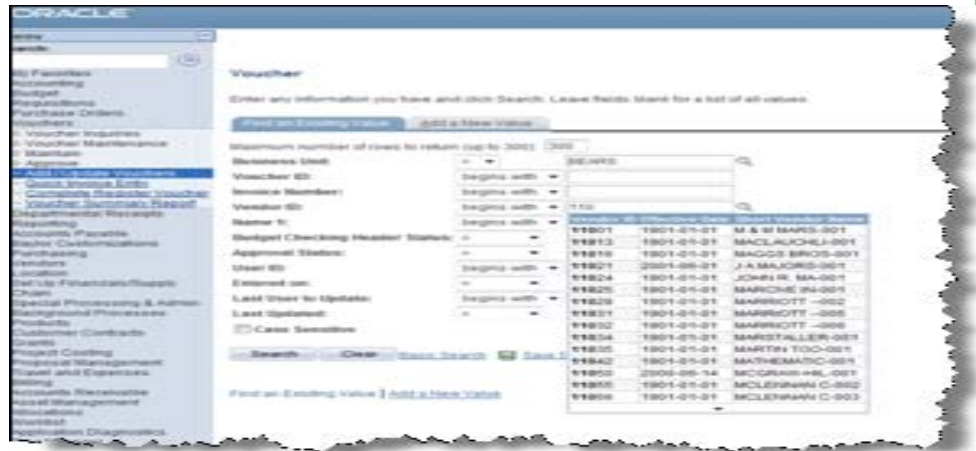
## Number of Search Results Option

You can choose the number of search results you would like to have returned, up to 300.

Maximum number of rows to return (up to 300): 150

## Type Ahead Matching

As you begin typing in a search field, a drop-down box displays with results that match what you've typed in. You can choose an entry from the drop-down box, or continue to enter the desired information.



## Pop-up Search Window

When you click the Search icon the search fields display in a moveable, resizable pop-up window. You can grab the window to move it to a different location or drag the bottom right-hand corner to change the size of the window.

## Budget Change Request Enhancements

Enhancements to the Budget Change Request form will be implemented over the Labor Day weekend. There are several new features including the availability to allow for transfers between departments, similar to the Departmental Adjustment form. If you are a BCR user, an online training video is available [here](#). Please review this video prior to entering your next online BCR. Open training labs will also be available on September 8th and September 14th for those who would like to practice in a training environment. For more information or to sign up, please visit to the [Professional Development Seminar Online Registration](#) page. \*Please note the BCR process will be unavailable beginning Wednesday, September 1st through the Labor Day Holiday.

## TRAX (PeopleSoft) Monthly Newsletter

### Need Help?

TRAX Hotline

710.8704

[www.baylor.edu/traxhelp](http://www.baylor.edu/traxhelp)

[trax@baylor.edu](mailto: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](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](http://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](mailto: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 October. 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