New Grants/Sponsored Programs Financial System Coming Soon

The University is currently implementing software modules within the TRAX (PeopleSoft Financials) system for use in management of Baylor's sponsored programs. This implementation is aimed at improving business practices in research administration and accounting; reducing potential compliance risks; and providing a robust technical foundation to meet current and future sponsored program needs.

The new Grants system will provide enhanced integration with the current TRAX modules and will impact numerous business processes across the University. As implementation is completed this Spring, watch for updates about how the new grants/sponsored programs system will affect you and for training opportunities to help users operate successfully.

Report Processing Issues

We are currently aware of and researching system performance issues, particularly with certain reports such as the Department Detail and Trial Balance statements. We are in the process of examining how recent changes may have impacted the system. Please note that some reports can, at times, take an hour to finish processing. Please do not continually run multiple reports for the same information if you do not receive results quickly, as this could potentially cause further delay. Contact the TRAX hotline (x8704, option 8) or email TRAX@baylor.edu if you need assistance or have questions about your reports.

TRAX
(PeopleSoft Financials)
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 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