TRAX (PeopleSoft Financials)

MONTHLY NEWSLETTER   **AUGUST, 2011**

Online Training Now Available for DA Changes

As you know, Baylor University recently implemented the Grants module of the TRAX (or PeopleSoft) system. This project has had an effect on numerous business processes campus-wide. Recently, changes were implemented to allow users the ability to enter grant-related Project ID's on the Departmental Adjustment form. For your benefit, an online training video is now available at: www.baylor.edu/traxhelp/onlinetraining. This online training opportunity highlights the changes you need to be aware of, particularly if you enter or approve requests for Departmental Adjustments. This video, along with additional training videos for the Grants system, are available 24 hours a day, 7 days a week. For more information, visit us at www.baylor.edu/traxhelp/grants or contact us at trax@baylor.edu.

Grants - Vouchers
This video was designed to address the changes you can expect in the TRAX - Vouchers module. This video is recommended for TRAX users who enter Accounts Payable Vouchers, particularly those who enter Vouchers using grant funds.
Level: Advanced
Length: 3:26

Grants - Requisitions
This video was designed to address the changes you can expect in the TRAX - Requisitions module. This video is recommended for TRAX users who enter Requisitions, particularly those who enter Requisitions using grant funds.
Level: Advanced
Length: 3:46

Grants - Departmental Adjustments
This video was designed to address the changes you can expect in the TRAX - Departmental Adjustment module. This video is recommended for TRAX users who enter and/or approve Departmental Adjustments, particularly those who enter DA's using grant funds.
Level: Advanced
Length: 6:17

Departmental Deposit Receipts
Coming Soon!

TRAX (PeopleSoft)

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.

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 Training and Development Seminar Online Registration page. If you have difficulty signing up for TRAX training, contact TRAX@baylor.edu.

Need Help?

TRAX Hotline

710.8704

www.baylor.edu/traxhelp

trax@baylor.edu

Self-Service Help ▶▶▶