

SPECIAL  
DATES OF  
INTEREST:

- 11/3  
TRAX Executive  
Training
- 11/15-11/18  
TRAX Training  
(Courses 1-6)
- No TRAX Train-  
ing during the  
month of De-  
cember
- 1/10-1/13 TRAX  
Training  
(Courses 1-6)

INSIDE  
THIS ISSUE:Updated Documenta-  
tion

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## TRAX (PeopleSoft Financials)

MONTHLY NEWSLETTER

NOVEMBER, 2011

## Updated Documentation Available Online

Updated documentation for your TRAX manual is available online on the TRAXHelp website. The latest documentation includes many updates, including information on processing Project-related transactions. If some time has passed since you received your first TRAX manual, you may benefit from printing a new copy. Or for a greener option, simply view the updates online. To see these updates, visit [www.baylor.edu/traxhelp](http://www.baylor.edu/traxhelp) and click on the *Documentation* link.

**BAYLOR** | TRAX Help

Sign In to TRAX

TRAX Help Home  
Grants  
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Baylor > TRAX Help

**Welcome to the TRAX Help! Website.**

Welcome to the TRAX Help website. See the left-hand side of the screen for the contents of this site.

TRAX stands for *Baylor University Financial Transactions System* which is Baylor's implementation of the PeopleSoft Financials software product. We use the General Ledger, Accounts Payable, Purchasing, and Fixed Assets modules.

**Top News**

- TRAX Monthly Newsletter - October 2011

(More ...)

If you have a question about TRAX or are having problems, please call the Help Desk at x.4357 (HELP). For issues that are not time critical, you may also send email to [TRAX@baylor.edu](mailto:TRAX@baylor.edu).

**Helpful Links**

- KLX (Khalix) Budget Preparation
- Financial Services Office
- Procurement Services
- Accounts Payable Office
- Budget Office
- Travel and Entertainment
- Facility Services
- Facility Services Work Orders
- ITS Training
- Download Baylor Applications
- Bearspace (Data Storage)
- ITS Banner Help Website
- Change Your BearID Password

**Questions About the Grants Implementation?**

Visit our recently added Grants information page.

Search | Dismiss | Ask Baylor | Calendar | Home | 2 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 | 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 | 81 | 82 | 83 | 84 | 85 | 86 | 87 | 88 | 89 | 90 | 91 | 92 | 93 | 94 | 95 | 96 | 97 | 98 | 99 | 100 | 101 | 102 | 103 | 104 | 105 | 106 | 107 | 108 | 109 | 110 | 111 | 112 | 113 | 114 | 115 | 116 | 117 | 118 | 119 | 120 | 121 | 122 | 123 | 124 | 125 | 126 | 127 | 128 | 129 | 130 | 131 | 132 | 133 | 134 | 135 | 136 | 137 | 138 | 139 | 140 | 141 | 142 | 143 | 144 | 145 | 146 | 147 | 148 | 149 | 150 | 151 | 152 | 153 | 154 | 155 | 156 | 157 | 158 | 159 | 160 | 161 | 162 | 163 | 164 | 165 | 166 | 167 | 168 | 169 | 170 | 171 | 172 | 173 | 174 | 175 | 176 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676 | 677 | 678 | 679 | 680 | 681 | 682 | 683 | 684 | 685 | 686 | 687 | 688 | 689 | 690 | 691 | 692 | 693 | 694 | 695 | 696 | 697 | 698 | 699 | 700 | 701 | 702 | 703 | 704 | 705 | 706 | 707 | 708 | 709 | 710 | 711 | 712 | 713 | 714 | 715 | 716 | 717 | 718 | 719 | 720 | 721 | 722 | 723 | 724 | 725 | 726 | 727 | 728 | 729 | 730 | 731 | 732 | 733 | 734 | 735 | 736 | 737 | 738 | 739 | 740 | 741 | 742 | 743 | 744 | 745 | 746 | 747 | 748 | 749 | 750 | 751 | 752 | 753 | 754 | 755 | 756 | 757 | 758 | 759 | 760 | 761 | 762 | 763 | 764 | 765 | 766 | 767 | 768 | 769 | 770 | 771 | 772 | 773 | 774 | 775 | 776 | 777 | 778 | 779 | 780 | 781 | 782 | 783 | 784 | 785 | 786 | 787 | 788 | 789 | 790 | 791 | 792 | 793 | 794 | 795 | 796 | 797 | 798 | 799 | 800 | 801 | 802 | 803 | 804 | 805 | 806 | 807 | 808 | 809 | 810 | 811 | 812 | 813 | 814 | 815 | 816 | 817 | 818 | 819 | 820 | 821 | 822 | 823 | 824 | 825 | 826 | 827 | 828 | 829 | 830 | 831 | 832 | 833 | 834 | 835 | 836 | 837 | 838 | 839 | 840 | 841 | 842 | 843 | 844 | 845 | 846 | 847 | 848 | 849 | 850 | 851 | 852 | 853 | 854 | 855 | 856 | 857 | 858 | 859 | 860 | 861 | 862 | 863 | 864 | 865 | 866 | 867 | 868 | 869 | 870 | 871 | 872 | 873 | 874 | 875 | 876 | 877 | 878 | 879 | 880 | 881 | 882 | 883 | 884 | 885 | 886 | 887 | 888 | 889 | 890 | 891 | 892 | 893 | 894 | 895 | 896 | 897 | 898 | 899 | 900 | 901 | 902 | 903 | 904 | 905 | 906 | 907 | 908 | 909 | 910 | 911 | 912 | 913 | 914 | 915 | 916 | 917 | 918 | 919 | 920 | 921 | 922 | 923 | 924 | 925 | 926 | 927 | 928 | 929 | 930 | 931 | 932 | 933 | 934 | 935 | 936 | 937 | 938 | 939 | 940 | 941 | 942 | 943 | 944 | 945 | 946 | 947 | 948 | 949 | 950 | 951 | 952 | 953 | 954 | 955 | 956 | 957 | 958 | 959 | 960 | 961 | 962 | 963 | 964 | 965 | 966 | 967 | 968 | 969 | 970 | 971 | 972 | 973 | 974 | 975 | 976 | 977 | 978 | 979 | 980 | 981 | 982 | 983 | 984 | 985 | 986 | 987 | 988 | 989 | 990 | 991 | 992 | 993 | 994 | 995 | 996 | 997 | 998 | 999 | 1000

## 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 November. No TRAX training will be held during the month of January. 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 [Training and Development Seminar Online Registration](#) page. If you have difficulty signing up for TRAX training,

