

**SPECIAL  
DATES OF  
INTEREST:**

- No TRAX Training during the month of December
- 1/10-1/13  
TRAX Training  
(Courses 1-6)
- 2/14  
TRAX Executive  
Training
- 2/21-2/24  
TRAX Training  
(Courses 1-6)
- 3/27-3/30  
TRAX Training  
(Courses 1-6)
- 4/3  
TRAX Executive  
Training

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Updated Documentation

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# TRAX (PeopleSoft Financials)

MONTHLY NEWSLETTER

DECEMBER, 2011

## Special Holiday Deadline Information

### Departmental Receipts

Thursday, December 22—All Departmental Receipts that include credit card transactions should be received in the Cashier's Office no later than noon. All other Departmental Receipts (cash and/or checks, no credit cards) must be received before 2:00 p.m.

### Year End Payments

Friday, December 16—Departments are asked to have all Requisitions, Vouchers, and supporting documentation to Accounts Payable no later than Friday, December 16 to ensure payments are made before the holidays.

## Change to TRAX Newsletter

Beginning with the new year, the TRAX newsletter will transition from a monthly newsletter to a quarterly newsletter. Our hope is to bring you the most relevant information when you need it the most. Newsletters will be available in the months of April, July, September, and December. We will continue to notify all TRAX users on a monthly basis when the prior month is closed. As always, we welcome your comments and suggestions. Please address these to [TRAX@baylor.edu](mailto:TRAX@baylor.edu).

## 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 February. No TRAX training will be held during the month of December. 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, contact [TRAX@baylor.edu](mailto:TRAX@baylor.edu).