

TRAX (PeopleSoft)

MONTHLY NEWSLETTER

DECEMBER, 2008

SPECIAL DATES OF INTEREST:

- 12/3
TRAX Executive Training
- 12/10-12/12
TRAX Training
- 12/18
Deadline for AP
- 12/23, Noon
Deadline for all December DDR's
- 12/24—1/2
Christmas Holidays

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Holiday Deadline Information

The Christmas holidays will soon be here! Please mark the following deadlines on your calendar:

- All departmental receipts/deposits, including those with credit card receipts, should be received by the Cashier's Office no later than **noon on Tuesday, December 23rd**. This will ensure that all funds received during the month of December are accurately reflected on the December books.
- The last day to make a payment in 2008 is Monday, December 22nd. To meet this deadline, departments are asked to have all requisitions, vouchers, and backup documentation to Accounts Payable no later than **Thursday, December 18th**.

Version 9.0 Upgrade

Baylor University is upgrading from PeopleSoft Financials from version 8.8 to 9.0. This upgrade provides our current system with new and enhanced functionality and allows for continued support from Oracle/PeopleSoft until 2012. Some of the new features enhance reporting capabilities and make use of newer XML technology. PeopleSoft is also delivering new features to enhance performance, including system monitoring and the ability to archive older transactional data to free up valuable data storage space. While departments in Baylor's financial support areas may see functional changes to the current system, in most cases, the average user will see very few changes as a result of this upgrade.

This project is a collaborative effort between ITS and representatives from Baylor's financial support areas. The upgrade team consists of several technical personnel from ITS, as well as functional representatives supporting financial reporting and accounting, budget, procurement, accounts payable, and assets.

The anticipated go-live date for version 9.0 is January, 2009. Stay tuned for more details!

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](mailto:Amy_E_Alexander@baylor.edu). Please be aware that, for audit purposes, written documentation is required for all security changes.

Need Help?

TRAX Hotline
 710.8704

www.baylor.edu/traxhelp

trax@baylor.edu

Questions
Self-Service Help ▶▶▶
 Answers

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 December. 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 TRAX@baylor.edu.