

SPECIAL
DATES OF
INTEREST:

- 5/6—5/8
TRAX Training
(Courses 1-5)
- 5/15
BCR Training
- 5/26
BCR Training
- 5/27
TRAX Executive
Training
- See Page 2 for
Fiscal Year
Deadlines

INSIDE
THIS ISSUE:Departmental Adjust-
ment TipsAP—End of Fiscal
Year Processing

EOFY Deadlines

Online BCR's

TRAXHelp

TRAX Security Re-
quests

New Users

TRAX Training

TRAX (PeopleSoft)

MONTHLY NEWSLETTER

MAY, 2009

Departmental Adjustment Tips

As we draw closer to the end of the fiscal year, the Controller's Office is receiving a high volume of Departmental Adjustment requests. In order to expedite the processing of your Departmental Adjustment, please keep the following in mind:

- Make sure all lines have been approved. It is the responsibility of the person creating the DA to make sure that all lines have been approved by the appropriate personnel. The Controller's Office is not notified that the DA is available until ALL lines on the DA have been approved.
- Send appropriate backup (via email, fax, or campus mail) as soon as the DA is created.
- Make sure the backup is appropriate. If your DA involves recoding a revenue or expense from one department or account to another, the backup should include a Detail Report from TRAX highlighting the charges you are recoding. You should also include any other relevant information such as P-Card receipts, Travel Expense Reports, etc. If your DA is to charge another department for services rendered, an invoice should be used for backup.

Remember that it is not the responsibility of the Controller's Office to request backup or to ensure that all lines have been approved. Everyone will benefit by following the guidelines listed above. If you have any questions regarding the above guidelines, please contact the Controller's Office at x3454.

Accounts Payable—End of Fiscal Year Processing

If a voucher needs to be paid before 6/1/09, but is properly charged to FY 2010, please remember to:

- Set Account to 1529 (Invoice Information panel)
- Put the account number to charge the next fiscal year in the Open Item Field.

Note: Each entry to 1529 costs Baylor in additional system processing. Please do not use this option unless the FY2009 voucher must be paid before June 1, 2009.

The AP deadline for FY 2009 vouchers is June 19th at 3:00 p.m., however, do not wait until the last minute. Please make every possible effort to get all vouchers and supporting documentation to AP well in advance of this deadline. Additionally, if you have not been invoiced by 6/19 for a FY 2009 item, please let AP know so that it can be accrued.

End of Fiscal Year Deadline Information

MAY 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Last day for technology equipment	2
3	4	5	6	7	8 Last day for bulk mail and FY 2009 requisitions	9
10	11	12	13	14	15	16
17	18	19	20	21	22 First day for FY 2010 requisitions	23
24	25	26	27	28	29 3:00 p.m. Deadline for FY 2009 deposits	30

April / May

- } April 23—Last day for Facility Services work orders for FY 2009
- } April 27—Last day for submissions to Printing Procurement
- } May 1—Last day to order technology equipment
- } May 8—Last day for bulk mail work orders to Outgoing Mail Services
- } May 8—Last day for FY2009 requisitions
- } May 22—First day for FY2010 requisitions
- } May 29, 3:00 p.m.—Deadline for FY 2009 deposits

June

- } June 1—First day for FY2010 vouchers
- } June 1—First day for FY2010 departmental deposits
- } June 12, 3:00 p.m. — Last day for FY 2009 revenues to be deposited
- } June 12, 3:00 p.m. — Last day for FY 2009 Departmental Adjustments
- } June 19—Last day for vouchers, expense reports & BCR's
- } June 22—Last day to notify purchasing of open PO's valid for FY 2010

JUNE 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	June 1 First day for FY2010 deposits and vouchers	2	3	4	5	6
7	8	9	10	11	12 Last day for FY2009 revenues and DA's	13
14	15	16	17	18	19 Last day for vouchers, ER's, & BCR's	20
21	22 Last day for PO rollover	23	24	25	26	27
28	29	30				

TRAX (PeopleSoft) Monthly Newsletter

Need Help?

TRAX Hotline

710.8704

www.baylor.edu/traxhelp

trax@baylor.edu

Questions
Self-Service Help ▶▶▶
Answers

TRAXHelp

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 > *Documentation* > *Who To Contact*. You can also access the list directly by clicking [here](#).

Additionally, you can contact the TRAX hotline at x8704. The TRAX hotline is available Monday through Friday, 8-5.

Budget Change Request

The Budget Change Request (BCR) is now online and available through the TRAX system. This change will enable faster, more secure processing and provide an online record to ensure better tracking of changes. Training sessions are being offered multiple times each month, so be sure to sign up if you need access to the online version. The final day for FY 2009 BCR's is June 19th. For further assistance or questions, please email trax@baylor.edu.

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](http://www.baylor.edu/traxhelp) website and follow the instructions there.

TRAX Training

TRAX training classes are scheduled through the end of May. A list of [TRAX classes](#) is now available on the [TRAXHelp](http://www.baylor.edu/traxhelp) website. Classes for the summer months will be forthcoming. 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.