

## SPECIAL DATES OF INTEREST:

- 10/26—11/2  
TRAX Training  
(Courses 1-6)
- 11/16—11/19  
TRAX Training  
(Courses 1-6)
- 11/24—11/26  
Thanksgiving  
Holidays
- 11/30  
TRAX Executive  
Training
- 12/14—12/17  
TRAX Training  
(Courses 1-6)

## INSIDE THIS ISSUE:

New Feature in RQ Inquiry

Who To Contact?

TRAXHelp

TRAX Security

New Users

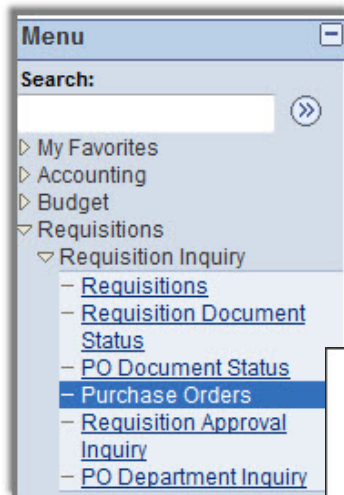
TRAX Training

## New Feature Added in Requisition Inquiry Menu

Requisition users may notice a change to the Purchase Order option under the Requisition Inquiry menu. We have added a link which will allow users to print a “File Copy” of the Purchase Order. Clicking the “View Printable Version” link on this page will allow the user to download and print a copy for the department’s records.

Procurement Services will continue to send a copy of the Requisition to the vendor so please avoid sending duplicates. The purpose of this new feature is to allow you to have a departmental file copy if you need one.

Requisition > Requisition Inquiry > Purchase Orders



The screenshot shows the Purchase Order Inquiry screen for PO 110419. A red arrow points to the "View Printable Version" link in the "Change Order" section.

**Purchase Order Inquiry**  
**Purchase Order**

Unit: BEARS  
PO ID: 110419  
PO Status: Dispatched  
Budget Status: Valid

**Header**

PO Date: 11/08/2010  
Vendor: WELLS FURN-001  
Vendor ID: 11796  
Buyer: Mickey C. Cochran  
PO Reference: ONL - Sourced from Req 76782

Doc Tot Status: Valid  
Backorder Status: None  
Receipt: Not Recvd  
Amount Summary

Merchandise: 6,000.00  
Freight/Tax/Misc.: 0.00  
Total: 6,000.00 USD

Header Details | All RTV | Matching | Change Order | **View Printable Version** | Select Lines To Display

The screenshot shows the Purchase Order document for PO 110419. A large "File Copy" stamp is visible on the right side.

**Baylor University**  
**Purchase Order**

Federal Tax ID No. 123456789  
Purchasing Office  
One Bear Place #97084  
Waco TX 76798-7084  
United States

PO# 110419  
Date 11/08/2010  
Revision 1  
Dispatch via Fax

Freight Terms N/A  
Buyer Mickey C. Cochran  
Ship To: Baylor Univ Central Receiving  
Attn: Billy Bear  
Central Receiving  
1919 South 1st Street  
Waco TX 76706  
United States

Bill To: Accounts Payable Office  
One Bear Place #97044  
Waco TX 76798-7044  
United States

**Duplicate - Not for Authorization of Purchase**

Vendor: 11796 Phone: 512-833-9000 Fax: 512-833-7000  
Account Fund Department ID Budget Date  
Line-Sch Description Quantity UOM PO Price Extended Amt Due Date

9754 10111 0281180 08-NOV-2010  
1-1 Conf Table 1.00 EA 3,000.00 3,000.00 11/19/2010

Schedule Total 3,000.00  
Item Total 3,000.00

## 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 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 [Professional Development Seminar Online Registration](#) page. If you have difficulty signing up for TRAX training, contact