



UNIVERSITY OF SOUTH CAROLINA

PeopleSoft Newsletter

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Procure to Pay Policy Changes

Starting in May, several Procure to Pay webinars have been scheduled to provide important information on policy changes. Leaders from Purchasing and General Accounting will be available to answer your questions. Use this [link](#) to access the PeopleSoft training schedule and register for the day and time that works best for you. Registration is required in order to receive the meeting invitation to attend the webinar.

Query Viewer Training Available Now

Query is an ad hoc reporting tool used to extract information from PeopleSoft. All PeopleSoft users have the Query Viewer role. The Query Viewer Training course will show you how to search for public queries, run queries, export query results into Excel, schedule queries and add queries used most often to your favorites list. This course is available for registration. Classes fill up quickly, click [here](#) to register.

New Contact Us Page on PeopleSoft Website

A new page is available to guide you to the appropriate department for answers to your questions. You will find contact emails organized by department. Use the information on this page to decide where to send your request. Always remember to provide as much information as possible to expedite the resolution of your request. Click [here](#) to access the Contact Us page.

PeopleSoft Approvers Webinar Coming Soon

If you approve transactions in PeopleSoft, a new webinar will soon be available to demonstrate a few new features and review approver responsibilities. Monitor the training schedule and sign up for these new sessions as soon as they are available.

Advanced Finance Intranet class

May 4th @ UTS
Rm 301A 8:30am

[Click here to register](#)

Requisition Process Updates Webinar

Starting May 11:
Click here to [register](#) for
your session of choice.

Recorded Webinars

The [Resources](#) page contains recordings of live webinars. Feel free to listen and learn at your convenience.

Recurring PeopleSoft Outage

Every Tuesday and
Wednesday night 7-11pm
through May 25th

Questions or comments? Use the [Contact Us](#) page to determine where to send your questions or comments.