



UNIVERSITY OF SOUTH CAROLINA

PeopleSoft Newsletter

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PROCESS UPDATE - Supplier File Maintenance has Moved

Effective immediately, maintenance of the Supplier File is now handled solely by the Controller's office. This includes adding new suppliers, employees, students and making updates to existing supplier records. Training for this new process is coming soon. Send any questions you may have to APSupplr@mailbox.sc.edu.

FEATURE HIGHLIGHT - Entering Receipts

Failure to enter a receipt after receiving goods and after the completion of some services will delay processing of your payment. Entering the receipt in PeopleSoft serves as notification to Accounts Payable that it is okay to pay and helps determine how much to pay. If receiving is required and you have not entered a receipt, a [Match Exception reminder email](#) will be sent to you.

NEW FEATURE - Grants Dashboard Report

The Grants Dashboard Report is a new tool in PeopleSoft that creates a printable version of the grant information many were accustomed to seeing in the "old" Intranet. A [quick reference guide](#) that outlines the steps to run this report is located on the PeopleSoft Resources page. The navigation to access the Grants Dashboard Report is: Main Menu > USC Enhancements > Grants Dashboard Report.

P-Card Not Allowed for Certain Registrations

The Purchasing Card (P-Card) cannot be used for registrations that involve travel and/or personal consumption. If a registration involves travel and/or food (including but not limited to continental breakfast) the Payment Request is a better payment alternative. Use the [Payment Request matrix](#) to ensure the proper documentation is attached.

Live Webinar Series: Purchasing Highlights

Attend these sessions to ensure you are up to date on new processes and features related to purchasing in PeopleSoft.

Click [here](#) to sign up for all the available sessions.

Payment Request Description

Be sure to begin your Payment Request description with the appropriate keyword as the first word. This helps the Accounts Payable department process your request faster.

New User Information

If you have employees who are new to PeopleSoft, use the [information on this page](#) to get them started.

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