



# PeopleSoft Newsletter

## Combination Edits (Combo Edits) Expansion Coming Soon

Combo Edits are system checks used to ensure the chartfield combinations entered in PeopleSoft for various transactions are valid. Today, most edits focus on ensuring required chartfield values are entered on transactions. Existing combo edits will be expanded to validate that the combination of chartfields entered is valid based on the full chart of accounts string found in the USC / Department Fund Translate Inquiry page—a.k.a. the “crosswalk”. Look out for more information regarding these new combo edits in the coming weeks.

## Purchasing Highlights Webinar Recording

The very first Purchasing Highlights session occurred on August 21st. The purchasing department reviewed several recent changes related to the purchase requisition, which include: the proper use of the Due Date field, removal of the requisition settings page, how to use the Mass Change feature and more. Click [here](#) to view the recording of the Purchasing Highlights webinar held last month. If you have questions regarding any purchasing related topics after viewing the webinar, please email [purchasing.sc.edu](mailto:purchasing.sc.edu).

## Required Prerequisite for Requisition and Receiving Training

Prior to registering for Requisition and Receiving classroom training, please view the [PeopleSoft Purchasing Training Prerequisite video](#). Completion of this video is required prior to attending the classroom session.

## FEATURE HIGHLIGHT - Out of Office for Approvers

If you approve transactions in PeopleSoft and plan to be out of the office for an extended period of time, be sure to setup an alternate user to approve transactions in your absence. The person you select as the alternate approver must have the approver role assigned prior to selecting them as your proxy. Use the steps [here](#) to guide you with the setup.

Volume 1, Issue 13,  
9/14/16



### Live Webinar Monthly Series: Purchasing Highlights

Next session is 9/21  
at 9am

[Click here to register](#)

### Live Webinar Monthly Series: General Accounting / AP Hot Topics

Next session is 9/22  
at 9am

[Click here to register](#)

### New User Information

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