

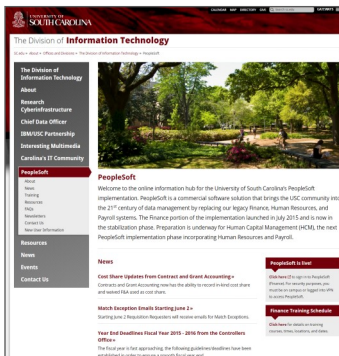


UNIVERSITY OF SOUTH CAROLINA

PeopleSoft Newsletter

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Accessing the PeopleSoft Website for Information



The PeopleSoft website is a very useful source of information. It houses the link to access the PeopleSoft Financials system, the training schedule, current and previous newsletter issues, a Contact Us page, a page to help new users get up and running, and a resources page that contains webinar recordings, quick reference documents and classroom presentations. Click [here](#) to explore the website.



Live Webinar: General Accounting / AP Hot Topics

On October 13th, the Controller's office will be hosting a session on Journal Entry and Journal Voucher at 9am.

Click [here](#) to register.

Live Webinar: Purchasing Highlights

On October 19th, the Purchasing department will be hosting the next session at 9am.

Click [here](#) to register.

How to Determine Which Payment Method to Use

A short video is available to assist employees who purchase on behalf of the university. It is used as the required prerequisite to attend the Requisition and Receiving class for new users. Click [here](#) to watch this video tutorial to find out about the various payment methods used at the University.

REMINDER - Assets and Radioactive Materials Must Use a Purchase Order

Regardless of the amount, assets and radioactive materials must be purchased using the requisition-to-purchase order process. If any other payment method is submitted, the transaction will be denied.

UPDATE - Deposit Page Changes

Changes are being made to the page where deposits are entered into PeopleSoft. If you enter deposits for your department, look out for information regarding webinars and classroom training opportunities from the Bursar's office later this month.

Previous Newsletter Issues

Click [here](#) to access previous issues of the PeopleSoft newsletter.

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