



UNIVERSITY OF SOUTH CAROLINA

PeopleSoft Newsletter

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Resources for New Users

If you are new to PeopleSoft or your department, be sure to review the [New User Information](#) webpage for an overview of resources available to get you started. This page is full of self-paced training tutorials, quick reference documents and links to register for recommended classroom training.

Upcoming Training Opportunities

In the coming weeks, we will be offering several training opportunities for PeopleSoft users. Regardless of whether you are using PeopleSoft for the first time or an advanced user, there are a variety of training of sessions available to help facilitate the work you do within the system.

Below is a listing of the training sessions available in the month of September:

Course Name	Course Description	Date
Requisition and Receiving Training	In class training for anyone who will have the responsibility to make purchases for their department on behalf of the university.	Sept. 5
Payment Request	This webinar session will walk through the steps for creating a payment request and how to inquire on a submitted request.	Sept. 7
Supplier Maintenance	This webinar session will show how to set up new suppliers and report any changes o supplier information.	Sept. 12
Journal Entry and Journal Voucher	This webinar session will provide tips and training for creating journal entries and journal vouchers.	Sept. 14
Depositor	In class training for anyone who does departmental deposits.	Sept. 15
AP Upload	This webinar session will show how to use AP Upload if you have 10 or more payments in a specific category.	Sept. 19
Cash and Travel Advances	This webinar session will review each of the available types and procedures for submitting request for an advance.	Sept. 21

Be sure to visit our [PeopleSoft Training Schedule](#) for additional training opportunities.

PeopleSoft Outage

On Wed. 9/6
PeopleSoft will be unavailable from 5:00a – 6:00a due to Division of IT maintenance on the Shibboleth authentication services.

****Time Change** Supplier Webinar**

To give everyone the opportunity to attend President Pastides' address September 12th, the Supplier Webinar will now take place from 1-2pm.

Previous Newsletter Issues

Click [here](#) to access.