



UNIVERSITY OF SOUTH CAROLINA

PeopleSoft Newsletter

Volume 2, Issue 4,
2/15/17



UPDATE - New PeopleSoft Access Form Available

A newly updated PeopleSoft Access Request form is now available on the [PeopleSoft New User Information webpage](#). If your department has new users or experience organizational changes that impact approval processes in PeopleSoft, use this form to request the appropriate updates. The instructions to complete the form as well as the fax number are located on the form.

UPDATE - Payment Request Matrix

Several updates have recently been made to the [Payment Request Matrix](#). Instead of printing the matrix be sure to access it from the [Controller's website](#) to ensure you are getting the latest version. Updates to the matrix as well as new items are noted in red under the **Payment Request Type** column.

Excerpt of Payment Request Matrix

Licenses and Fees NEW	Payments made to organizations for individual or department/University memberships to organizations that benefit the University.	Certifications	No dollar limit
*Registration Fees UPDATE	Payments made to organizations for individual or department/University for attendance at conferences/meetings that benefit the University.	Registration	No dollar limit
*Sponsorship Fees UPDATE	Payments made to organizations for individual or department/University for assisting with conferences/meetings that benefit the University.	Sponsorship	No dollar limit

Classroom Training: Finance Intranet

On **February 21st at 10am**, the Controller's office will offer training on the Finance Intranet. Be sure to review the video tutorials located on the Finance Intranet homepage prior to coming to class.

Click [here](#) to register.

Classroom Training: Requisition and Receiving

On **March 7th at 9am**, the Purchasing office is offering training on requisitions and receiving. Please make note of the updated location.

Click [here](#) to register.

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.