Welcome

• Overview
• Housekeeping
• Introduction of Presenters
• Introduction of Attendees
Today’s Agenda

- Chart of Accounts/Crosswalk
- Purchase Methods
- Creating Requisitions
- Creating a Purchase Requisition
  - Item Descriptions
  - Categories
  - Suppliers
  - Adding Comments and Attachments
- Types of Purchase Requisitions
- Reviewing a Purchase Order
- Exercise 1
- Managing Requisitions
- Add to Favorites
- Receiving
- Exercises 2 thru 6
- Follow-Up Activities
Purchase Methods

Purchase Requisition

P-Card Purchase

Payment Request
Creating Requisitions

To use a requisition for purchase:

- The requisition must be equal to or greater than $10,000.

Exceptions:

- All assets must use a purchase order ($5,000 or greater).
- All radioactive material must use a purchase order (no dollar limit).
- Suppliers that require a Purchase Order.
- Department requires a Purchase Order for validation of terms and conditions associated with the purchase.
- SC State Contract Items
- Any Construction related procurements
Use the “Crosswalk” page to enter legacy system Department and Fund codes to identify your current PeopleSoft Chartfield strings.

Navigation Path: Main Menu → USC Conversion → USC Chartfield Mapping → USC Department/Fund Inquiry
USC Chartfield Mapping

- When using the Crosswalk be sure to enter the current fiscal year to ensure you are using the correct chartfield string.

- You can perform a search using any of the fields at the top of the page to further refine your results.

- For example, if you were interested in seeing a complete listing of all Department and Fund Codes that belonged to a specific Operating Unit, you would enter that Operating Unit and click Search.

### USC Dept/Fund Inquiry

<table>
<thead>
<tr>
<th>USC Department/Fund</th>
<th>Oper Unit</th>
<th>Fund Code</th>
<th>Dept</th>
<th>Class Field</th>
<th>Product</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Fiscal Year | PC Business Unit | Project | Activity
|-------------|------------------|---------|-----------|

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Operating Unit</th>
<th>Department</th>
<th>Fund Code</th>
<th>Class Field</th>
<th>PC Business Unit</th>
<th>Project</th>
<th>Activity</th>
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</thead>
<tbody>
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<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
Most of your requests for purchase will start with creating a Purchase Requisition. To create a requisition for goods or services, use the Purchase Requisition link.

To begin creating a requisition:

**Navigation Path:** Main Menu → eProcurement → Requisition

1. Click the **Purchase Requisition** link.
Item Description

Use the Item Description field to identify your requisition when it is submitted / approved.

- Item Descriptions should include a detailed description of what you are buying from the supplier. These specific details should come from the quote you received from the Supplier.

- An example of a line description:
  
  *Incomplete description:* 2-Ply Jumbo Rolls
  
  *Complete description:* Toilet Paper, 2 Ply, Jumbo Roll, white, 1000 per roll, Roll width 3.50”, roll diameter 8.8 core, 3.3” diameter

- For the following requests add the bolded information in the Item Description field:
  
  o Blanket Purchase Order: “BPO”

  o Some Bid examples you can begin with are: “Bid Waste Contr”, “Bid HVAC Repl”, or “CS Bid” (Construction)
Purchase Requisition Details

2. Click in the **Item Description** field and add a detailed description of the item you are requesting.

3. Click in the **Price** field and enter the unit price of the item.

4. Click in the **Quantity** field and enter how many of that item you need.

5. Click the **Category Lookup** button to find an appropriate category.
Selecting a Category

Use the Category Lookup button to search for a description of the item you are purchasing.

Selecting the correct **Category** is important because it:

- Provides the correct expense account number, asset profile, and determine taxation and receipting for your purchases;
- Provides spending trend information to the Purchasing Department;
- They are used to identify a capital asset.
  - All Asset Categories can be selected within the sub-catalog containing the description “…>5K”.
  - All Asset Category descriptions include the word “Asset”, making it easier to select the appropriate one.
  - All Asset Category codes are 5-digits and the letter A. For example, Laboratory Equipment (Asset), 49000A.
Selecting a Category

You can select a Category two ways:

- Category Tree
- “Find” button
Selecting a Category

Using the Category Tree:

- Click the **Category Lookup** icon.

![Category Lookup](image)

- Click the **Browse a Category Tree** expand arrow.

![Browse Category Tree](image)
Selecting a Category

- To view all of the Catalogs, click the **Select a Catalog** dropdown arrow and make your selection.
Selecting a Category

- To view the Sub Catalogs, click the **Plus** sign in the file. (Note: It is important **not** to select any descriptions in all CAPS, as these are catalogs, only select mixed case descriptions which are categories, the lowest level.)

- Click the **Category** link to populate the Category field.
Selecting a Category

Using the Find option:

- Click the **Category Lookup** icon.

- Click the **Find** button.
Selecting a Category

- To find a category, click the **Catalog**, **Category**, or **Description** headings to sort the list in ascending and descending order. Be sure to click the arrow twice to alphabetize.
Selecting a Category

- Or Search by Description by typing key words in the field, then click **Find**.
- Click the **Category** link to populate the Category field.
Selecting a Due Date

Use the Due Date on a requisition to indicate either:

- the delivery date expected to receive goods or services.
- the last effective date of the purchase order - especially blanket orders or grant-related procurement that have a finite expiration.
Selecting a Due Date

6. Click the **Choose a Date** icon to select a date.

7. Click the **Day** you would like to receive the item.

**Note:** You can use the dropdown arrows to select a different month and year.
Selecting a Supplier

8. Click the **Supplier Lookup** button to select a supplier.

- Click in the **Name** field and enter any number of letters relating to the suppliers full name.
- Click the **Find** button.
Selecting a Supplier

- Click the **Supplier ID** link to select a supplier. **(Note:** When selecting a Supplier it is important to make sure you are selecting the correct location as many Suppliers have more than one.)

  ![Supplier Search Screen](image)

- As you can see, clicking the Supplier ID link populated the Supplier ID and Supplier Name fields.

  ![Supplier Information](image)
Selecting a Supplier

If you cannot find the supplier you would like to use contact the Accounts Payable by using the email address apsupplr@mailbox.sc.edu.

- Use apsupplr@mailbox.sc.edu to:
  - Request a Supplier
  - Update a Supplier
  - Send W-9’s

- W-9’s and Supplier Packets are located at: http://web.admin.sc.edu/ap/formsindex.php

- Click the Domestic Supplier Information Packet link to view all necessary forms.

- Once the supplier has been added and approved then you can complete your requisition.
Checking Out

9. Click the **Add to Cart** button.

- When you click the Add to Cart button, the item is placed in the Shopping cart and all of the fields are cleared. You can add another item to the request by completing steps 6 thru 18 again. Each additional item will add a new line to the request, creating a **Multi-Line Requisition**.

10. Click the **Checkout** button.
Use the Checkout – Review and Submit page to save the requisition and submit it for approval immediately or save for later.

- Naming a Requisition
- Add additional line items to the request
- Edit the quantity
- Add comments and attachments
- Add/Update the Ship To location
- Change accounting line information
- Enter justification for requiring approval for the requisition.

**Note:** If you need to change the unit price, click the line description to go back to the Purchase Requisition page and make the change. Click Apply.
Naming the Requisition

- Enter a description of the request to help identify this requisition as it flows through the system.

11. Click in the Requisition Name field and enter a name that will help you identify the requisition quickly.
Adding Comments and Attachments

- Add comments and upload attachments to the line item. This allows the approvers to see the attachments as well as the buyers in Purchasing.

12. Click the **Add Comments and Attachments** link.
13. Click in the **Use Standard Comments** field and enter a comment you would like supplier, approver, and buyer to see.

14. If you want the supplier to see the comment, click in the **Send to Supplier** box to select it.

15. Click the **Add Attachments** button.

- Use the button to add additional comments/attachments to a line.
Adding Comments and Attachments

- Click in the **Browse** button.
- Click the **file** you want to attach to the request.
- Click the **Open** button.
- Click the **Upload** button.
Save and Submit the Request

- Click the **OK** button.

- The squiggle lines appear inside the bubble indicating there is a comment.

- The paperclip indicates there is an attachment.
Save and Submit the Request

- Use the Ship To to display the organizations ship location that the supplier should use for delivery for this requisition.

16. If not already defaulted to the correct delivery location, click the **Ship To Lookup** button and select one.
17. Click the **Expand section Accounting Lines** button.

- From here enter the accounting line information, except for the Account.
- For additional Catalog/Category information go to the PeopleSoft Resource Page to find the Category Query Quick Reference.
18. Click the **Check Budget** link.

19. Click the **Save & Submit** button.

- When you click the Check Budget link, a Requisition ID will be created. Just scroll to the top of the Checkout- Review and Submit to view it.
A requisition ID has been created and the approval process has started.

Confirmation

Your requisition has been submitted.

<table>
<thead>
<tr>
<th>Requested For</th>
<th>Mac Stiles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisition Name</td>
<td>1000026366</td>
</tr>
<tr>
<td>Requisition ID</td>
<td>1000026366</td>
</tr>
<tr>
<td>Business Unit</td>
<td>USC01</td>
</tr>
<tr>
<td>Status</td>
<td>Pending</td>
</tr>
<tr>
<td>Priority</td>
<td>Medium</td>
</tr>
<tr>
<td>Budget Status</td>
<td>Valid</td>
</tr>
<tr>
<td>Number of Lines</td>
<td>1</td>
</tr>
<tr>
<td>Total Amount</td>
<td>13,090.00 USD</td>
</tr>
<tr>
<td>Pre-Encumbrance Balance</td>
<td>13090.00 USD</td>
</tr>
</tbody>
</table>

Dept & Project Approval

**Line 1:** Pending
MacBook Pro 13 Inch Laptop, 8GB RAM, 250 GB Flash Storage

Level 1 Approval
Pending
Multiple Approves
Department Approver Level 1

Department Approval Level 2

**Line 1:** Awaiting Further Approvals
MacBook Pro 13 Inch Laptop, 8GB RAM, 250 GB Flash Storage

Level 2 Approval
Not Route
Review the Approval Workflow for any Accounting/Purchasing Exceptions.

- Notice this workflow is showing Accounting and Purchasing Exceptions: Acct combination is not valid, No supplier ID is entered, and header comments exist.

- Please take this opportunity to go back and edit the requisition before an Approver denies it and sends it back.
Types of Purchase Requisitions

Today we will create:

- Amount Only Purchase Requisition
- A Blanket Purchase Order
- Asset Purchase Requisition
- Project Funded Purchase Requisition with Cost Share
Amount Only Purchase Requisition

Creating a Purchase Requisition for Amount Only.

- Scenarios for when to use Amount Only:
  - Quantity of 1
  - Services such as All Construction Services and Consulting Services
  - All Blanket Purchase Orders
  - SAM Office

- To create a request for Amount only follow Purchase Requisition steps 1 thru 3

- For Step 4, click in the **Quantity** field and enter a quantity of “1”.
Amount Only Purchase Requisition

- Continue with Purchase Requisition steps 5 thru 11.

- An Amount Only Request requires additional steps on the **Checkout – Review and Submit** page.
These additional steps are:

- Click the **Amount Only** box to select it.
- Click the **OK** button.
- Click the **Yes** button to accept that the quantity will be set to a quantity of 1 for an amount only line.

To complete the request, continue with Purchase Requisition steps 12 thru 19.
Blanket Purchase Orders

To create a Blanket Purchase Order (BPO) using a Requisition:

- BPOs are valid for 1 year and will be closed out each fiscal year.
- Minimum of $10,000 per year or more.
- Minimum of 12 invoices/vouchers issued per Budget period/year each year.
- When creating the requisition, begin with “Blanket Order” then general description of the goods/services being purchased.
- BPO is to be charged to one Account or one Accounting Distribution line per line item.
Blanket Purchase Order

Creating Blanket Purchase Order using Purchase Requisition.

• To create a request for a Project follow Purchase Requisition step 1.

• For Step 2, when entering the Line Description be sure to add a detailed description. For example, BPO Effective 7/1/16 thru 6/30/17 miscellaneous supplies "toilet paper" authorized requestors Willie "Teddy" Javis, Aimee Rish, Clarissa Clark state contract #4400007378.

![Special Requests Form]

• For Step 3, enter a quantity of 1.

• Continue with steps 4 thru 19.
Creating a Purchase Requisition for an Asset.

- A Capital Asset is an item that is individually greater than $5,000, and expected to be depreciated for more than 2 years.

- All Asset Categories can be selected within the sub-catalog containing the description “...>5K”.

- All Asset Category descriptions include the word “Asset”, making it easier to select the appropriate one.

- To create a request for an Asset follow Purchase Requisition steps 1 thru 4.

- For Step 5, select an Asset Category code that has 5-digits and the letter A. For example, Laboratory Equipment (Asset), 49000A.

- Continue with Purchase Requisition steps 6 thru 19 to complete the request.
Creating a Purchase Requisition using Cost Share.

- To create a request using Cost Share follow Purchase Requisition steps 1 thru 17.

- A Project Funded Purchase Requisition with Cost Share requires additional steps on the Checkout – Review and Submit page.
Purchase Requisition using Cost Share

• These additional steps are:
  
  o Click the **Expand section Accounting Lines** button.
  
  o Click the **Chartfields2** tab and add the chartfield string. Be sure to include the Project ID for the project you are sharing the cost of this request with, in the Cost Share field.

  
  ![Image showing Accounting Lines table]

• Continue with Purchase Requisitions steps 18 thru 19 to complete the request.

  
  **Note:** Cost Share, or Match means the amount Grantee (USC) or a third party will commit as a share of the overall project cost.
Creating a Project Funded Purchase Requisition.

- To create a project funded purchase requisition follow Purchase Requisition steps 1 thru 17.

- A Project Funded Purchase Requisition with Cost Share requires additional steps on the **Checkout – Review and Submit** page.
Project Funded Purchase Requisition

• These additional steps are:
  
  o Click the **Expand section Accounting Lines** button.
  
  o Click the **ChartFields2** tab and add the chartfield string. making sure to enter the three additional Chartfields for projects. These are **PC Business Unit, Project** and **Activity**.

• Continue with Purchase Requisitions steps 18 thru 19 to complete the request.
Reviewing a Purchase Order

Here is an example of a Purchase Order. The highlighted data comes from the information entered on a requisition. For example, Line Description, Due Date, Ship To, and Comments.
Exercise #1

Creating a Quantity Based Requisition Line
Managing Requisitions

Use the Manage Requisitions page to:

- Review Requisition Information
- Budget Check a Requisition
- Cancel a requisition, or line, *before the PO has been dispatched*
- Reviewing Approval Workflow
- Copy a requisition
- Print a Requisition

**Navigation:** Main Menu → eProcurement → Manage Requisition
Reviewing Requisition Information

• Below is an example of a Requisition Lifespan.

The Requisition Lifespan section displays the business process flow for requisition with links to various documents. Stages in the requisition lifespan that are complete or in progress are highlighted with active links. Click on an icon to open up detailed pages; for example, when the Purchase Orders icon is enabled, click it to access the Purchase Order Information.
Reviewing Requisition Information

You can click on all of the active icons to see additional information.

- Click on the Purchase Order icon to see line one of the requisition.

- On this page you can see the Requisition #, Purchase Order #, and the buyer.
Reviewing Requisition Information

- Use the navigation arrows to cycle through each line individually or click the **View All** link to see the PO information associated with each requisition line.

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>USC01</th>
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</thead>
<tbody>
<tr>
<td>Requisition information</td>
<td>[Find] [View All] [First] [1 of 4] [Last]</td>
</tr>
<tr>
<td>Requisition ID</td>
<td>1000009152</td>
</tr>
<tr>
<td>Line Number</td>
<td>1</td>
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<table>
<thead>
<tr>
<th>PO Number</th>
<th>2000000926</th>
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<tbody>
<tr>
<td>PO Date</td>
<td>10/12/2015</td>
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<tr>
<td>Supplier ID</td>
<td>0000009868</td>
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<tr>
<td>Terms</td>
<td>N30</td>
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<table>
<thead>
<tr>
<th>Change Order</th>
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<tbody>
<tr>
<td>PO Status</td>
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</table>

<table>
<thead>
<tr>
<th>Lines</th>
<th>Personalize</th>
<th>Find</th>
<th>View All</th>
<th>[View]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line</td>
<td>Item ID</td>
<td>Description</td>
<td>Merchandise Amt</td>
<td>UOM</td>
</tr>
<tr>
<td>------</td>
<td>---------</td>
<td>--------------</td>
<td>----------------</td>
<td>-----</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>Invoice #0002415 - check compressor</td>
<td>307.20 USD</td>
<td>EA</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Inv #24155 - Motor check</td>
<td>285.00 USD</td>
<td>EA</td>
</tr>
</tbody>
</table>
Budget Checking a Requisition

Use the Manage Requisitions page to Budget Check any requisitions that are showing a Budget Status of “Not Chk’d”.

1. Enter the **Requestor** or **Requisition ID** in the Search Criteria.

2. Click the **Search** button.

3. Click **Check Budget** in the Select Action dropdown list.

4. Click the **Go** button to open the Requisition Details page.
Budget Checking a Requisition

- Notice the Budget Status is now "Valid".
Canceling a Requisition

If you need to cancel a line, you can do that on the Manage Requisition page. To cancel a line on a requisition:

1. Enter your **Requisition ID** in the Search Criteria section of the page. To cancel a requisition it should have a status of Open or Pending.

2. Click the **Search** button.

3. Click the **Expand** button to open the lifespan for the requisition.

4. Click the **x** for the line you would like to cancel.

- When you cancel a line, you always need to budget check. You can do this by using the Select Action dropdown arrow, select **Check Budget** from the options, and click **Go**.
Canceling a Requisition

To Cancel a Requisition on the Manage Requisition page:

1. Enter the **Requestor** or **Requisition ID** in the Search Criteria.
2. Click the **Search** button.
3. Click **Cancel** in the Select Action dropdown list.
4. Click the **Go** button to open the Requisition Details page.
5. On the Requisition Details page, click the **Cancel Requisition** button.
Canceling a Requisition

- Your requisition has been updated and on the Lifespan under Request State it says “Canceled”.
- Be sure to Check the Budget to release the pre-encumbrance.
- Notice the budget is at $0.
Reviewing Approval Workflow

To see the Approval workflow for a requisition:

1. Click the **Dropdown** arrow.

2. Click **Approval** from the dropdown list.

3. Click the **Go** button to open the Approval Status page.
Copying a Requisition

To copy a requisition:

- Copying an existing requisition eliminates redundant data entry by using an existing requisition as a template. You can select and copy any requisition, regardless of its status (Denied, Canceled, Approved, etc.).

1. Click the **Dropdown** arrow.
2. Click **Copy** from the dropdown list.
3. Click the **Go** button.
Copying a Requisition

4. On the **Checkout – Review and Submit** page make edits to the requisition by adding additional items, changing the quantity, adding comments and attachments, updating Accounting information.

5. Click the **Check Budget** link.

6. Click the **Save and Submit** button.
Printing a Requisition

To view a printout of requisition information:

1. Click the **Dropdown** arrow.
2. Click **View Print** from the dropdown list.
3. Click the **Go** button.

![Screen capture of requisition information]

### Details:
- **Business Unit:** USC01
- **Requisition:** 100003368
- **Status:** Approved
- **Requested:** DORRELLK
- **Requested By:** Kay Dorcell
- **Currency:** USD
- **Requisition Name:** Valley Sp Water_Dev_Blanket
- **Entered Date:** 8/9/15
- **Requisition Total:** 1,000.00

<table>
<thead>
<tr>
<th>Line</th>
<th>Item Description</th>
<th>Quantity</th>
<th>UOM</th>
<th>Price</th>
<th>Line Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5 Gallon Water Bottles for Cooler - Cooler Rental Fee</td>
<td>1.0000</td>
<td>EA</td>
<td>1,000.00</td>
<td>1,000.00</td>
</tr>
</tbody>
</table>

**Line Comments:**
- Start Date: 2013-07-06
- User Comments: TERMS & CONDITIONS OF USC IFB-2333 - MR APPLY
- TERMS NET 30
- Year 2 of 5 year contract
- BLANKET ORDER - SEND PO TO VENDOR

**Shipping:**
- **Address:** COL OF ENGR AND (15500)
  315 MAIN STREET RM 1A06A
  COLUMBIA SC 29208
  United States

**Dept:**
- 155023
- CL040
- A0001

**Class:**
- 450

**Open QTY:**
- 0.0000

**Open Amt:**
- 1000.0000

**GL Base Amount:**
- 1,000.00

**Currency:**
- USD

**Sequence:**
- 0
Adding Pages to Favorites

The My Favorites Feature in PeopleSoft allows you to store the most frequently used pages where you can access them in one single click.

- Determine the pages you would like to store in Favorites and navigate to each specific page.
- Once you have the page in view on your screen, click the Add to Favorites link.
Adding Pages to Favorites

- Click the **OK** button to add this page to your Favorites.

- Click the **OK** button to accept that it has been saved.

- Click **Favorites** to see that the page has been added to the **My Favorites** section. The recently used will always change because it holds the last 5 pages viewed.
Receiving

- Receiving in PeopleSoft is an important part of the 3 Way Matching rule within PeopleSoft. It compares vouchers with purchase orders and receiving documents.

- 3 Way Matching is a control measure used to ensure that you pay for only the goods and services that you order and receive.

- Receiving your requested goods is the trigger for Accounts Payable to pay and how much to pay.

- If the lines on the Purchase Order, Receipt, and Voucher do not match, payment will not be made.

- Receipting is required on all purchases of goods.
The Effect of a Category on Receiving Required

- Goods require receiving. For example, supplies and equipment.

- Services do not require receiving. For example, maintenance or repair of equipment.

- Sending in the invoice will be Accounts Payable’s cue to make payment.
Use the Purchase Order Inquiry page to view purchase order information. This page can help determine the type of PO (Amount or Quantity) you have and whether Receiving is required.

Navigation: Main Menu → Purchase Order → Review PO Information → Purchase Orders
Receiving

If you are the Requisitioner or the individual who received the goods, you need to receive on the Add/Update Receipts page.

**Navigation Path:** Main Menu → Purchasing → Receipts → Add/Update Receipts

Follow the steps below to receive on this page:

1. Click the **Add a New Value** tab and then click the Add button.
2. Click the **Add** button.
3. Click in the **ID** field and type in a PO ID.

4. Click **Search** button.

**Note:** It is important to clear all fields when entering a PO ID.
Receiving

5. Select the lines you want to receive and click OK.

6a. In this example, identify the quantity received and click **Save**. (Note: If you received only 100 of the 107 items be sure to indicate this in the **Receipt Qty** field before clicking the Save button.)
6b. As you can see this an Amount Only line. In this example, identify the amount received and click **Save**.
7. Review the Receipt. Notice a Receipt ID was generated and the Status is “Received”.
Time to Practice

Exercise #2

Editing an Existing Requisition with an Amount Only Line
Time to Practice

Exercise #3

View the Approval Workflow for a Submitted Requisition
Time to Practice

Exercise #4

Copy Existing Requisition into a New Requisition
Time to Practice

Exercise #5

Cancel Original Requisition, Undo Cancel, and Budget Check
Time to Practice

Exercise #6

View Print Details
Time to Practice

Exercise #7

Creating a Receipt
Follow- Up Activities

• Prior to attending the Requisition Follow- Up webinar please complete the following:
  
  o Review the UPK’s for ePro Requisition and Receiving

  o View the Change Request Webinar recording

  o View the Dell Punchout Webinar recording if applicable

  o Prepare and send questions to purchasing@sc.edu prior to the follow- up webinar

• Attend a Requisition Follow- Up webinar
PeopleSoft Resources

- Access the training UPKs on the PeopleSoft website for more practice.
- Make sure your name is on the roster to get credit for attending today’s session.
PeopleSoft Resources

The Division of Information Technology

PeopleSoft Chart of Accounts
- PeopleSoft Chart of Accounts »
- New Code Structure »
- A Quick Reference Guide to Categories »

PeopleSoft Workflow
- ePro Requisition Approval Workflow »
- Workflow Tip 1 »
- Workflow Tip 2 »
- Department Approvers »

Payment Request Information
- Payment Request Matrix »
- Payment Request Guidelines »

eProcurement Information
- Revised Quick Reference for Amount Only vs. Quantity »
- Revised Quick Reference for Receiving in PeopleSoft »
- Quick Reference for a Change Order »
- Requisitioner Hands On Training PPT »
- Receiving in PeopleSoft Webinar Recording »
- Dell Punchout Webinar PPT »
- Chrome Web Browser Update »
- Internet Explorer Web Browser Update »
- Mozilla Firefox Web Browser Update »

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Questions…

- If you have questions regarding any specific content from this course or other departmental needs related to eProcurement, Requisitions, Purchase Orders, or Receipts, please e-mail purchasing@sc.edu.

- This presentation is also available to download on OneCarolina’s PeopleSoft Training webpage.

- If you have general questions or concerns about PeopleSoft training, please email them to PSTRAIN@mailbox.sc.edu.
Thank You!