NEW FEATURE - SpeedTypes and SpeedCharts Are Available

As of November 16th, SpeedTypes and SpeedCharts have been enabled. You will see one of these fields when creating journals, payment requests, requisitions and deposits. A webinar hosted by the Controller’s office is scheduled for December 1st. Once registration closes for this webinar, the link to attend can be found on the PeopleSoft Training Schedule. Click here to read more about SpeedTypes and SpeedCharts.

UPDATE - Deposit Page Changes

Starting December 12th, you will notice changes to the USC Regular Deposit page. Please review the quick reference guide that outlines the steps to enter a deposit using this new page. If you missed the live webinars or classroom sessions presented by the Bursar’s Office in November, a recorded webinar is available here. You can also use the UPK training to practice deposit related tasks by clicking here. If you are new to depositing for your department, be sure to familiarize yourself with the policy related to Deposits - BUSF4.10.

FEATURE HIGHLIGHT - Alternate User Setup

With the holidays approaching, do not forget to select an alternate user to review and approve transactions while you are out of the office. Ensure the person selected also has the approver role prior to selecting them as your proxy. Use this quick reference document for step by step instructions for setup.

General Accounting / AP Hot Topics Will Resume in January

Starting January 12th, the General Accounting/AP Hot Topics will resume with a session on Cash/Travel Advances. Click here to register.

Questions or comments? Use the Contact Us page to determine where to send your questions or comments.