PeopleSoft Newsletter

New Process for Changes to Purchase Orders
Effective 4/4/16, in order for changes to a purchase order to be processed, an email from the approver must be submitted to the Purchasing department describing the requested change. Read the article on the PeopleSoft website for more detailed information.

Grant Ready Rooms
An additional Grant ready room session has been scheduled for 4/13/16 from 2—4pm to allow you access to various USC experts to assist with your grant related questions. Several of you showed up and received personalized assistance and answers to your questions in March. Be sure to check the PeopleSoft Training Calendar for location and sign-up information.

New PeopleSoft Training Courses
The OneCarolina team will soon make available several new courses to assist with finding the information you need within PeopleSoft:

- Advanced Finance Intranet (online and classroom options)
- Query Viewer (online and classroom options)
- Grants Module 101 (online only)

Click the course title on the PeopleSoft Training Calendar to review the course descriptions.

Quick Reference / Training Recordings
A wealth of information exists on the PeopleSoft Training Resources page to help you navigate your way through PeopleSoft. Be sure to check this page first for answers to your questions. Click here to access the Resources page.

Questions or comments? Email us at PSTrain@mailbox.sc.edu or Finance@mailbox.sc.edu