



UNIVERSITY OF SOUTH CAROLINA

PeopleSoft Newsletter

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Catalog and Category Code Changes Webinar

A new webinar is available to cover a streamlined approach for selecting the correct requisition category using an enhanced, easy-to-use catalog/category drilldown. This webinar is for anyone who creates purchase requisitions in PeopleSoft. [Click here to register.](#)



Payment Request Updates Webinar

The Payment Request feature in PeopleSoft will soon allow additional items to be submitted for payment. Attend this webinar to find out what those additional items are and the documentation required for approval. These changes will take effect soon; get updated on this new information to avoid processing delays. The webinar will also cover processing of leases, utilities and AP Upload tool. [Click here to access the training schedule to register.](#)

Query Viewer Training

May 25th @ UTS
Rm 301A 10am
Seats Available

[Click here to register](#)

General Accounting / AP Hot Topics May 12

Join us tomorrow for information on match exception emails, preparation for fiscal year end and a preview of the what's included in the Payment Request webinars scheduled for next week. There will be a special Year End Hot Topics scheduled for May 24th to review the Year End schedule. [Click here to access the training schedule to register.](#)

Webinar: Procure to Pay Policy Changes

[Click here to register for the date and time of your choice.](#)

Webinar: Requisition Process Updates

Start May 11:
[Click here to register for your session of choice.](#)

PeopleSoft Approvers Webinar Available

If you approve transactions in PeopleSoft (this includes requisitions, budget adjustments, journal entries and payment requests) a new webinar is available to demonstrate a few new features and review approver responsibilities. [Click here register for the session that works best for you.](#)

Recurring PeopleSoft Outage

Every Tuesday and
Wednesday night 7-11pm
through May 25th

Questions or comments? Use the [Contact Us](#) page to determine where to send your questions or comments.