



UNIVERSITY OF SOUTH CAROLINA

PeopleSoft Newsletter

Purchase Requisition Change Request Webinar

Starting July 1st, Requisitioners will be able to make changes to their requisitions using the Manage Requisition page. Attend this webinar to find out how to create a change request and track the change history. Register for one of four available sessions by clicking [here](#).

NEW FEATURE - Office Location field on the Payment Request

A new field called Office Location is now required when creating a payment request. This location should be your actual office location. If you don't see your office location in the list, save the payment request and contact accountspayable@sc.edu to have your location added.

Final Two Purchasing Work Room Sessions

Come to 1600 Hampton St., Suite 605 to get one-on-one assistance from the Purchasing Department with entering requisitions, reviewing purchase orders, identifying old purchase orders to be closed and entering blanket requisitions. You must register to attend. Use the link [here](#) to access the training calendar to sign up for the date and timeframe that works best with your schedule. Bring your work so Purchasing can assist with your specific needs.

PeopleSoft Training Survey

The PeopleSoft training team has created a survey to help capture feedback related to the training experience, as well as requests for topics for future training. The link to the survey is located at the top of the page that houses the [PeopleSoft training schedule](#) and will only be available for 24 hours after the session is completed. Your feedback via the survey is greatly appreciated.

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Webinar: General Accounting / AP Hot Topic

Thursday, July 14th
Sign up by clicking [here](#).

Act Now: Fiscal Year End 2015-2016 Approaching

Click [here](#) to review important deadlines for fiscal year end activities.

Act Now: PeopleSoft Remote Access Changes

Starting July 5th an additional layer of authentication will be needed to access PeopleSoft when using VPN. Click [here](#) to read more.

Contact Us page

Use the [Contact Us](#) page to determine where to email your questions for faster responses.

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