



# UNIVERSITY OF SOUTH CAROLINA

## PeopleSoft Newsletter

Volume 2, Issue 2  
1/18/17



### New Departmental Approvers

If your department has experienced organizational changes that impact the approval processes in PeopleSoft, please use the [PeopleSoft Access form](#) on the [Contact Us](#) page to request the appropriate updates. Incorrect approvers can slow down the processing of transactions. The instructions to complete the form as well as the fax number are located on the form.

### New Navigation for Supplier Inquiry

Effective immediately the navigation to review supplier information has changed to:

**Main Menu > Suppliers > Supplier Information > Add/Update > Review Suppliers**

Click [here](#) to read more about this change.

### Live Webinar: AP Upload

January 19th at 9am  
hosted by the Controller's  
Office.

Click [here](#) to register.

### Classroom Training: Depositor

The Bursar's Office is conducting training for departmental depositors on  
**January 27th at 9am.**

Click [here](#) to register.

Actions	SetID	Supplier ID	Supplier Name	Short Name	Address	City	State	Country	Effective Status
Actions	USC01	0000006088	JIMMY JOHNS COLUMBIA LOCATIONS	JIMMYJOHNS-002	715 Gervais Street	Columbia	SC	USA	Active
Actions	USC01	0000006088	JIMMY JOHNS COLUMBIA LOCATIONS	JIMMYJOHNS-002	2015 Devine Street	Columbia	SC	USA	Active
Actions	USC01	0000006088	JIMMY JOHNS COLUMBIA LOCATIONS	JIMMYJOHNS-002	5910B Gamers Ferry Road	Columbia	SC	USA	Active
Actions	USC01	0000006088	JIMMY JOHNS COLUMBIA LOCATIONS	JIMMYJOHNS-002	715 Gervais Street	Columbia	SC	USA	Active

### Have You Missed a Live Webinar?



All PeopleSoft related live webinars are recorded and the link for playback is made available within 24 hours on the PeopleSoft [Resources website page](#). Listen to the recorded webinar anytime at your convenience.

### Previous Newsletter Issues

Click [here](#) to access previous issues of the PeopleSoft newsletter.

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