



# South Carolina

## PeopleSoft Finance Newsletter

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### Live October 1 – Employee Reimbursement (non-travel) in the Travel and Expense Module

The Travel and Expense module expanded to include employee reimbursement (non-travel) in PeopleSoft **October 1, 2019**. All employee reimbursement (non-travel) transactions currently created in Payment Request will now be created in the Travel and Expense module. Be sure to read the news article, [October 1 - Travel and Expense Module Expanding to Include Employee Reimbursement \(non-travel\)](#), for more details.

Visit the Controller's website to view recorded webinars, training documents and resources. The [Accounts Payable](#) and [Webinars/Training](#) sections have all you will need to get started day one.

### Check Out Our Updated Website

We are pleased to announce that PeopleSoft Finance now has it's own internal website and has been given a new name. The site is now called **PeopleSoft University Financial System**. It has a new look and feel but with the same great resources available that support the university's suite of business processes from beginning to end.

Be sure to check out our training opportunities. Just type the URL address [training.ps.sc.edu](http://training.ps.sc.edu) and you will be taken directly to our training schedule where you can sign up for webinars and classes that will help ensure you are a well-trained PeopleSoft Finance user.

### Have You Missed a Live Webinar?

All PeopleSoft Finance 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.

Some webinars you may have missed in the months of August and September:

- Employee Reimbursement (non-travel) Proxy Training
- How to Create an Employee Reimbursement (non-travel) in Travel and Expense
- Purchasing Highlights - August 2019/ Small Purchase Procedure



### **Security Access Request Form**

Always make sure you are using the most updated security access form. Please click [here](#) to verify you have the most current form.

### **Previous Newsletter Issues**

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

Questions or Comments? Use the [Support Contacts](#) page to determine where to send your questions or comments.