



UNIVERSITY OF SOUTH CAROLINA

PeopleSoft Newsletter

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Recurring PeopleSoft Outage

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

Next General Accounting / AP Hot Topic

Monthly Training
Webinar
May 12th @ 9am

[Click here to register](#)

Accessing PeopleSoft

For security purposes you
must be on campus or
logged into VPN to access
PeopleSoft.

[Click the link below to access PeopleSoft.](#)

<http://finance.ps.sc.edu>

General Accounting / AP— Hot Topics for April 14th

Items being covered at the April 14th General Accounting / AP Hot Topic webinar include: cash advances, settlements, leases and year-end processing. Use this link to access the PeopleSoft training schedule to register. Registration is required in order to receive the meeting invitation to attend the webinar.

GL Crosswalk Correction

The Controller's Office has been diligently working on an initiative to ensure chartfield information for transactions match the Crosswalk. The Crosswalk tells you which combination of fields is valid to be used together. This tool is also helpful if you only know the old Department and Fund. Read more about this initiative [here](#).

Helpful Reminders for Purchase Requisitions

When creating requisitions remember the following:

- * Ensure the supplier status is approved
- * Enter a proper description for the purchase
- * Never create a line for freight charge or for taxes
- * Always budget check your requisition
- * Never enter comments or attachments at the header level
- * Use the Dell Punchout option to order Dell computers or accessories

Quick Reference and other Helpful Information

The [Resources](#) section of the PeopleSoft website now has two new areas: Recent and Most Popular. The Recent section contains recordings or quick reference documentation that was created within the last month or so. The Most Popular section contains recordings or quick reference documentation that is most useful for the largest population of users.

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