



UNIVERSITY OF SOUTH CAROLINA

PeopleSoft Newsletter

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Fiscal Year- End Recap

Fiscal Year 16-17 is now officially closed. In general, it went much better than last year. The following are some reminders to assist all of us as we continue into Fiscal Year 17-18 and work toward an even better Fiscal Year 17-18 close.

Purchasing Department Reminders

- **Requisitions:** When possible, requisitions for the future fiscal year should be entered after the beginning of the fiscal year-end process. For example, on June 23rd, users began entering Fiscal Year 17-18 requisitions.
- **Blanket Purchase Orders:** All blanket orders with a due date of June 30th are closed at the end of each fiscal year, including those with open balances.
- **Purchase Orders:** It is important to remember, purchase orders with open balances roll from the previous fiscal year to the new fiscal year; however, any requisition associated to the rolled purchase order is closed.

Controller's Office Reminders

- **Invoices:** Reminder to send all invoices along with PO number to the Accounts Payable Department in the Controller's Office in a timely manner.
- **Match Exceptions:** Ensure you are following up on all Match Exceptions and working with AP staff to clear exceptions in a timely manner.
- **Journal Entries:** Reminder to submit your journal entries and journal vouchers timely to General Accounting and ensure that all documentation and justification is attached to support the transaction. It is important to review your monthly ledgers and make any needed journal entries in a timely manner.

Click [here](#) to visit our PeopleSoft website for more details.

Controller's Office Quarterly Webinars

Starting **September 5th**, the Controller's Office will begin offering their quarterly training opportunities for new employees or for anyone needing a refresher.

Click [here](#) to register.

Classroom Training: Requisition and Receiving

On **Sept 5th at 9am**, the Purchasing department will offer training on entering requisitions and receipts. This class is geared toward new users or anyone needing a hands-on refresher.

Click [here](#) to register.

Previous Newsletter Issues

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